LYCEE INTERNATIONAL WINSTON CHURCHILL

(the "School")

Policy #11b: iPad User's Agreement & Guidelines

Policy created on 28.08.2025

MISSION

Through a rigorous, bilingual programme and innovative methods, we educate students to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are Excellence, Creativity, Integrity, Awareness, and Community.

In support of these aims and values, we are committed to treating all our students with respect and dignity.

INTRODUCTION

Purpose of the iPad Loan programme

The iPad Loan programme is intended to provide students with access to technology to support their learning at school and at home. Students and parents/guardians agree to the terms and conditions outlined below by participating in this programme.

1. OWNERSHIP

The iPad is the property of *Lycée International Winston Churchill* and is provided to students exclusively for educational purposes. Students are obligated to return the iPad, along with all associated accessories (including the charger and case), in optimal working condition upon request from the school or before their departure, as part of the withdrawal process.

2. STUDENT RESPONSIBILITIES

- iPads must be used **solely for educational purposes**, including completing assignments, accessing school resources, and communicating with teachers as authorised by the school.
- Any personal use that disrupts the educational environment or violates school policies is prohibited.
- The installation of unauthorised apps or software is strictly forbidden.
- Students must follow the school's Students' Use of ICT and Electronic Devices at all times.
- Families and students are required to read the following guidelines carefully, and they are encouraged to discuss them.

- The iPad is an educational tool provided for academic purposes only: it should not be used at school for leisure games, non-school-related social media, entertainment media, etc. iMessage is blocked for everybody. Students may only communicate using their school Gmail account.
- Connection to VPN is not allowed.
- Bluetooth and Location must be on at all times. It is used by teachers to monitor iPads during class.
- Educational apps will be accessible from the School's self-service app or pushed directly to the devices by Lycée International Winston Churchill. No parental involvement is required. We advise parents who wish to install apps on their children's iPads to create an Apple ID and not to reveal the passwords.
- The app store will not be installed by default for any students. Only apps available in the school's Self-Service can be accessed by the students.
- For all students, the School recommends parents retain control of the Apple ID password so that they can put time limits on the use of the device.
- Students and parents must retain sole use of the device, passwords, and any personal information. The iPad is for the sole use of the student.
- Students should be conscious of their posture and screen time and take frequent breaks. The School recommends that students do not use their iPads during recess or outdoors.

3. CARE AND MAINTENANCE

- Students are responsible for the care and safekeeping of the iPad.
  - Keep the iPad in its cover (supplied by the school) at all times.
  - Keep the iPad in a safe place.
  - Ensure their iPad is fully charged at the start of the school day.

We strongly recommend that students bring a power bank to charge their iPads during the day.

  - No food or drink should be consumed near the device.
  - Keep the iPad clean.
  - Regularly back up their schoolwork.
- Any issues, damage, or malfunction should be reported to the school's IT department immediately.
- Students should not attempt to repair or allow third parties to repair the iPad.

Parent/Guardian Responsibilities

- Ensure the student understands and adheres to the terms of use.
- Supervise the student's use of the iPad at home, ensuring appropriate use.
- Report any damage, loss, or theft of the iPad to the school immediately.

4. LOSS, THEFT OR DAMAGE

- If the iPad is lost, stolen, or damaged while in the student's possession, parents/guardians will be financially responsible for the cost of repair or replacement.

- The cost of replacing a lost or stolen iPad is approximately £250, and the cost of repairs will depend on the extent of the damage.
- Cost of replacement Logitech keyboard £80
- In the event of theft, a police report must be filed, and a copy must be provided to the school within 5 working days.

5. PROHIBITED USE

- The iPad may not be used for illegal activities, including hacking, downloading inappropriate or copyrighted content, or bypassing school internet filters.
- Students are not allowed to change wallpapers on their iPads.
- Students are not allowed to remove asset tags from an iPad at any time.
- The iPad should not be used to bully, harass, or intimidate others.

6. INSURANCE

Parents/guardians must ensure the iPad is insured against loss, theft, or damage for the duration of the loan.

The insurance policy should cover the full replacement cost of the iPad and accessories.

- The cooling-off period for iPad insurance ends 30 days after purchase.
- Always use a school-provided screen protector for protection to claim insurance; otherwise, you cannot call for insurance.
- The insurance is offered through Edde Education.
- If you need to make a claim
    - Please report the issue to the IT department on the same day it occurs.
    - Then claim MendIT. Please note that if the iPad is not in its protective cover when broken, the claim may be declined. Claims must be made within 30 days.

Parents are required to complete this form confirming the details of the equipment their child has been loaned and that it is insured.

7. DATA AND PRIVACY

Students must respect the privacy and data security of the school and other students. The use of the iPad to access or distribute inappropriate, illegal, or harmful content is strictly prohibited.
The school reserves the right to monitor the iPad's usage, including internet activity and content, to ensure compliance with school policies.

8. INTERNET USAGE

Students are expected to follow all internet safety guidelines and use school-approved resources when accessing the internet on the iPad.

Students are not allowed to share wifi passwords with anyone inside or outside the school.

The school is not responsible for any data usage charges that may occur if the iPad is used outside of the school's Wi-Fi network.

9. RETURNING OF THE IPAD

Students must return the iPad and all accessories in the same condition they were received, barring normal wear and tear, at the end of the loan period or upon withdrawal from the school.

Failure to return the iPad or returning it in a damaged state may result in the parent/guardian being charged the full replacement cost of the device or accessories.

10. CONSEQUENCES OF MISUSE

Any violation of these terms and conditions or misuse of the iPad may result in disciplinary action, including but not limited to suspension of iPad privileges, repair or replacement costs, and further consequences as outlined in the school's code of conduct.

11. AGREEMENT

By accepting the school-loaned iPad, both the student and their parent/guardian acknowledge that they have read, understood, and agree to these terms and conditions. Parents/guardians further agree to ensure the iPad is properly insured and understand their financial responsibility for any damage, loss, or theft of the device.

These terms and conditions ensure clarity and responsibility for all parties involved in the use and care of the iPads.

Appendix: GUIDELINES FOR THE USE OF IPADS AND THE INTERNET IN PRIMARY

1. PURPOSE

This set of guidelines is designed to ensure that the use of iPads and internet access in the Primary School is conducted safely and responsibly, while also enhancing the learning experience. These guidelines align with UK education and safeguarding standards, demonstrating our commitment to creating a secure digital environment for all students.

2. SCOPE

These guidelines apply to:

- All pupils in the Primary Section
- Teachers, assistants, and staff supervising or facilitating iPad use
- Devices issued by the school and personal devices (where permitted)

3. AIMS

- Promote responsible and safe use of digital technology
- Encourage digital literacy and critical thinking
- Protect children from harmful online content or interactions
- Ensure technology is used in support of educational outcomes

4. GENERAL IPAD USE

4.1. Acceptable Use

- iPads are learning tools and should be used for educational purposes only.
- Pupils must follow the teacher's instructions when using iPads in class.
- Devices must be handled with care and used respectfully.

4.2. Charging and Maintenance

- iPads should be fully charged in charging trolleys before classes begin, where applicable.
- No food or drink should be near the device.
- Damaged or malfunctioning iPads must be reported to the IT department or class teacher immediately.

5. INTERNET SAFETY AND APPROPRIATE CONTENT

5.1. Filtering and Monitoring

- The school employs web filtering and device monitoring systems to block inappropriate content.
- All internet activity on school-managed iPads is logged and subject to review.

5.2. Inappropriate Content

Pupils must not access, download, or share content that is:

- Violent, pornographic, or sexually suggestive
- Discriminatory, abusive, or bullying in nature
- In violation of copyright laws

Any breaches will be treated as serious misconduct.

6. EMAIL, APPS, AND ONLINE TOOLS

6.1. Apps

- Only school-approved apps may be installed and used on iPads.
- Pupils may not download or delete apps without teacher permission.

6.2. Email and Communication

- Younger pupils do not have individual email accounts unless explicitly required for a learning activity.
- Communication tools (e.g., Seesaw, Padlet and Google Classroom) must be used respectfully and only for school-related discussions.

7. PERSONAL SAFETY AND DATA PRIVACY

- Pupils must never reveal personal information (address, phone number, etc.) online.
- Photographs or videos must not be taken without permission from a teacher.
- Location services must remain disabled on school devices unless enabled for specific school activities.

8. RESPONSIBLE DIGITAL CITIZENSHIP

All pupils are expected to:

- Treat others with kindness and respect online
- Report uncomfortable or inappropriate messages immediately
- Never participate in or encourage cyberbullying

9. SUPERVISION OF IPADS

iPad use at school should be supervised by teaching staff

Parents are encouraged to review their child's digital activity and reinforce online safety rules.

10. MISUSE AND CONSEQUENCES

Inappropriate use of the iPad or the internet may result in:

- Temporary or permanent loss of device privileges
- Behavioural sanctions in line with the school's behaviour policy
- Parental meetings and, where necessary, referral to safeguarding officers

11. REVIEW AND AMENDMENTS

This policy will be reviewed annually and updated to reflect:

- Technological changes
- Legal updates
- School feedback and incident