



Policy for Staff iPad Use

Knockbreda Nursery School believes that the use of iPads will enable staff to better enhance the learning opportunities for our pupils.

The use of iPads by staff will advance and improve pedagogy, support the preparation of teaching materials and allow photographic evidence to be collated for the purpose of pupil observation and assessment, whilst also facilitating mobile learning across the school setting. In addition, staff iPads will help to support the school's Remote Learning Policy, in the event of school closure or part-closure.

Knockbreda Nursery School has purchased an iPad for use by each classroom based staff member. In addition to using iPads during the working day, Class Teachers are permitted to use their allocated iPad at home to support planning and preparation tasks.

The iPads purchased by Knockbreda Nursery School remain the property of Knockbreda Nursery School and the school retains the rights to the device, any accessories and all information contained on them. Staff are expected to use the devices safely, professionally and in line with the staff Home/ School Use Agreement Form. Staff should have no expectation of privacy when using a school iPad, any and all activity on the school iPad can and will be monitored. All files and data stored on the device are the property of the school and are subject to regular review.

Use of the iPad will require a few necessary tasks to keep the device performing efficiently:

- Clean the screen with approved cleaning fluid and cloths.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Charge the iPad only with the included charger.
- Keep the iPad in a well-protected temperature controlled environment when not in use.
- Do not leave the iPad in a vehicle unattended.
- The iPad should be turned off when not in use.
- Each iPad must be password protected.

This policy should be read in conjunction with the schools policies on Acceptable use of ICT and Child Protection. Staff should also work within the guidelines of the school's Professional Code of Conduct, with particular reference to the safe and professional use of Social Media platforms. Staff must ensure that the school iPad remains in safekeeping at school and also at home.

Monitoring and evaluation



This policy will be reviewed and monitored in line with the school’s policy review schedule.

iPad Home/ School Use Consent to use iPad to work at home

Staff Name	Agreement
	<p>I understand that this iPad and its case is the property of Knockbreda Nursery School and is for school use.</p> <p>I understand that this iPad must only be used in my place of work or at home for planning and preparation tasks.</p> <p>I understand that this iPad must be used primarily for school work and any that additional apps for personal use must not be added to this device.</p> <p>I understand that all files stored on this iPad are the property of Knockbreda Nursery School and may be monitored at any time.</p> <p>I understand that it is my responsibility to adhere to Knockbreda Nursery School’s GDPR policy and ensure school confidentiality at all times.</p> <p>I understand that this iPad must be used in line with the school’s Acceptable Use of ICT Policy and Child Protection Policies.</p> <p>I understand that I must ensure that this iPad remains in safe keeping at all times and that repayment may be required by school if this iPad is subject to damage or loss.</p>

Signature

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Date

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