

LCPE iPad Protocol

For Teachers:

- iPads will be stored in charging trolley and locked in PE office (back changing rooms) at the beginning and the end of every lesson.
- Ensure all iPads are returned to charging trolley and are connected correctly.
- Assign devices (1 -16) to students during every class in use and ensure an accurate record is maintained.
- Back-up student work to external hard drive when required (at least once every 2 weeks).

For Students:

1. Students will use their office 365 login details to access the device.
2. Students must ensure they sign-out of the device correctly after each use.
3. Any work completed must be saved to the students one drive account with the necessary labels (e.g., Badminton low serve practice).
 - Any material saved directly to iPad will be deleted.
4. Students must use tablet assigned (1 – 16) and are responsible for their safe handling.
 - Both students to sign log when taking/returning device to/from trolley.
5. Students must use protective covers / cases for the iPads and are not permitted to remove them.
6. Students will not delete the search history in the internet browser.
7. Students are not allowed to use any app which is unrelated to class work during class.
8. Downloading / accessing social media sites on iPad device is strictly prohibited.
9. Use of cameras / video and microphone in school is ONLY allowed under the direction and supervision of a teacher. Users must use good judgment when using the camera. The user agrees that the camera will not be used to take any inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.
10. Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
11. Malicious Use / Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
12. iPads must never be left unattended or in any unsupervised area.
13. Students will report any problems, damage, or theft immediately to the class teacher.