



MARISH ACADEMY TRUST

*'Work to be outstanding,
Deserve to be outstanding,
Will be outstanding!'*

iPad Acceptable Use Policy Staff

date: 24/05/2019

iPad Acceptable Use Policy | Staff

Data Protection and Security

- All staff must have their device enrolled into the company's Mobile Device Management (MDM) system. At no point should a member of staff attempt to remove their device from this system.
- Your iPad must be encrypted by *Cisco Meraki/Apple School*, and this will be managed centrally via the company MDM system. If you find that your device is not encrypted, report it to **School ICT** office immediately.
- Do not use your personal Apple ID on this device.
- Do not set up your personal email address on this device.
- Do not link up, download, or otherwise access personal third party apps or services, such as Dropbox or other storage; on-demand TV; other media streaming services.
- Do not sign into your personal social media accounts, e.g., Twitter; Facebook; LinkedIn
- Staff must set a complex password on their iPad, which is changed at a minimum of once per term.
- The password for your iPad must be unique, and must not be recorded. If a password is forgotten, it can be reset through your MDM.
- Back up your iPad and it's content on a regular basis, to an encrypted drive. Items deleted from your iPad can not be recovered.
- You must not jailbreak your device, or otherwise hack, or tamper with it.

User Responsibility

- Your iPad must be transported in a suitably protective case (such as a sleeve, or padded backpack).
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Only approved cleaning materials can be used to clean your device, such as laptop or tablet sprays and cloths.
- Do not leave your iPad unattended.
- Do not keep, or leave your iPad unattended in vehicles.
- Keep your iPad safe and secure at all times. You should know where your iPad is at all times.
- Ensure your battery is charged, and ready for use each and every morning.

Lost, Damaged, or Stolen Devices

- If your device becomes lost or has been stolen, report it to **ICT School** office immediately.
- If your device has become damaged, report it to **ICT School**, and submit the device to them.
- You must not carry out repairs on any company-owned device.
- You must not solicit any individual or company to repair a school-owned device on your behalf.

Safeguarding and E-Safety

- All device usage is subject to the rules and guidelines of the companies E-Safety Policy. Anyone in breach of this policy may be subject, but not limited to disciplinary action, confiscation, removal of content, or referral to external agencies.
- Do not tamper with any iPad belonging to other members of staff. Anyone found trying to access another staff member's

device or associated content will be subject to disciplinary action.

- If a iPad is found, take it to **ICT School office**.
- Do not take photographs of others without their express permission.
- As with all other company device, outlined within our ICT and Safeguarding Policies, you are strictly forbidden from using your device to create, store, access, view, download, distribute, send, upload inappropriate content or materials.
- You are forbidden from utilising your iPad to partake in illegal activities of any kind.
- Do not use your iPad to post images, movies, or audio to a public facing part of the internet, without the express permission of all individuals imaged/recorded. Where this includes colleagues, refer to them and their Manager, and ensure that full permission has been received.
- Your iPad and any content are subject to routine and ad-hoc monitoring by **ICT School** office. You must surrender your device upon request by any member of staff.
- You must ensure compliance with the E-Safety policy when using your iPad.

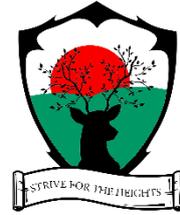
Personal Use

- Your iPad is not permitted for personal use. It has been provided for work-related use only.
- Refer to the companies E-Safety Policy for guidelines on utilising your iPad to browse the internet outside of school.
- Do not grant access to anyone, unless expressly authorised to do so by your Manager.
- Staff are prohibited to take or store personal photos/videos on devices as these may be seen by colleagues.



MARISH Academy Trust

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Executive Headteacher: Mrs. H G Denham B.A., M.Ed.

iPad Make and model:

iPad Serial No:

Apple ID:

Staff iPad User Agreement Acceptance Form:

The staff-assigned iPad remains the property of the Marish Academy Trust Swabey Rd, Langley, Slough SL3 8NZ.

I understand and will abide by the above iPad agreement in conjunction with Apple School/Cisco Meraki.

Marish Academy Trust Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

I understand that loss or theft of my assigned iPad is my responsibility as well as any neglect toward the iPad.

Received by :

Name :

Role:

Address:

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Signature:

Date: