IT Acceptable Use Policy

Including iPad Acceptable Use Policy

William Lovell Church of England Academy

Excellence Growth Responsibility

This is our William Lovell Legacy

LAAT

Part One: Acceptable Use of IT

1. Personal Safety

- I understand that the school monitors my use of systems, devices, and digital communications.
- I will keep my username and password secure and will not share them or use others' credentials.
- I will not write down or store passwords where they could be stolen.
- I will be cautious of 'stranger danger' when communicating online.
- I will not disclose personal information online.
- I will not arrange to meet anyone offline whom I've met online without parental/carer knowledge.
- I will report any unpleasant, inappropriate, or uncomfortable material or messages immediately, either in person at school or via the online submission form on the school website.

2. Responsible Use of Technology

- I understand school systems and devices are primarily for educational use.
- I will not use systems for personal or recreational purposes without permission.
- I will not make large downloads/uploads that could affect internet access for others.
- I will not use school systems for online gaming, gambling, shopping, file sharing, or video broadcasting without staff permission.

3. Respect for Others

- I will respect others' work and property and will not access or alter their files without permission.
- I will communicate politely and responsibly, avoiding aggressive or inappropriate language.
- I will not take or share images, videos or audio of others without their consent. I will not share or manipulate my own or others' data without consent.

4. School Technology Integrity

- I will only use personal devices in school with permission and follow this agreement.
- I will not upload, download, or access illegal or inappropriate materials.
- I will report any damage or faults with equipment or software immediately.
- I will not open email attachments or links unless I trust the sender.
- I will report suspicious content online to my tutor or student services.
- I will not install or attempt to install software or change settings on school devices.

5. Use of iPads and Pass Codes

- I understand that iPads provided by the school are for educational use only.
- I will not attempt to guess, share, or misuse key codes or passcodes.
- I will not bypass security settings or reset devices.
- I will report any issues with iPads immediately to student services.
- Misuse of pass codes may result in sanctions in line with the behaviour policy.

6. Use of Artificial Intelligence (AI)

- I understand that AI tools, including Microsoft Copilot, are provided to support learning.
- I will use AI tools responsibly and only for educational purposes.
- I will not submit AI-generated work as my own.
- I will acknowledge AI use and follow referencing guidance.
- Misuse of AI tools may result in disciplinary action.
- I will not use AI to generate inappropriate or misleading content.
- The school monitors AI usage and may investigate concerns.
- I will follow JCQ regulations with regard controlled assessments, exams and AI.

7. Guidance and Expectations can be found at:

- DfE Guidance: https://www.gov.uk/government/publications/using-ai-in-education-support-for-school-and-college-leaders
- DfE Policy Paper: https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education
- JCQ PDF: https://www.jcq.org.uk/wp-content/uploads/2025/04/AI-Use-in-Assessments_Apr25_FINAL.pdf

8. Internet Use and Research

- I will ensure I have permission to use others' work.
- I will not download copyrighted material without permission.
- I will verify the accuracy of online information and be alert to fake news, deep fakes and AI generated content.

9. Accountability

- I understand I am responsible for my actions in and out of school.
- The school may take action for inappropriate behaviour outside school.
- Failure to comply may result in disciplinary action including police involvement.

Part Two: Information on iPad care

10. Loan of iPads

- iPads are loaned to students for their time at William Lovell Church of England Academy. They remain the property of the school during this time.
- Parents/carers and students must fully agree to, and sign to confirm acceptance of this **IT Acceptable Use Policy** before the device goes home. This is done electronically in MCAS.
- Students are responsible for the daily care, safe use, and charging of their iPad.
- Devices must always remain in the protective case provided.
- Any damage, faults, or issues must be reported to the school immediately. The school will operate a ticketing system for general accidental repairs, however intentional and careless loss or damage may be charged to families.

11. Using Your iPad

- iPads are for learning and must be brought to school every day, fully charged.
- Students may only use the device with teacher permission in lessons.
- Taking photos, videos, or recordings of staff and students is not permitted. Use in lessons requires explicit permission; we value privacy and respect GDPR.
- Camera settings may be controlled by staff for educational purposes.
- In practical subjects where performance is an important component, photo or video analysis may be used and uploaded to Showbie. This data will be stored in the app in line with GDPR and the school does not give consent for it to be duplicated, adapted or used in any way.
- The device comes with pre-loaded educational apps; students will not be allowed to download games etc., as this is not the purpose of the iPad.
- Student devices will have a curfew from 9:00 PM to 7:00 AM, during which access will be restricted.
- Students must never lend or share their device with someone else.

12. Online Safety and Security

- All school iPads are filtered and monitored both in and out of school. This means that school will get alerts if students search for content online that is not appropriate.
- Students are responsible for their online activity on their assigned device.
- Devices are passcode protected and trackable by the school.
- Attempts to bypass security or filtering will prompt an alert and will result in sanctions.
- All students are responsible for the content on their own device.

13. Care, Storage and Transport

- Keep food, drinks, and heavy items away from the iPad.
- Carry iPads carefully in the case, in your waterproof pouch, in your bag.

- Do not leave the iPad unattended or in unsafe places (cars, public areas, etc.).
- iPads should be taken home daily, charged, and stored safely.

14. Repairs, Loss and Insurance

- Accidental damage, theft or fire may be covered by insurance (parents may be asked to contribute).
- Neglect, deliberate damage or loss is not covered, and parents will be charged for repair or replacement. Please look after your device.
- All repairs/replacements must be reported immediately and organised through the school at student services.

15. Acceptable Use Expectations

Students must:

- Use the iPad for educational purposes only.
- Treat the device with care and respect.
- Never share their iPad, passcode, charger, or cable.
- Save work in designated school systems (e.g. cloud storage or shared folders directed by teachers).
- Follow the school's Safe Use of IT and internal policies at all times.

16. Student Agreement

By using a school iPad, I agree to:

- Look after my iPad and keep it safe in its case.
- Bring it to school every day, fully charged.
- Use it only for learning, self-study, homework and coursework and follow school rules and expectations.
- Keep my passcode private.
- Report any damage, loss, or misuse immediately at student services.
- Accept that my iPad can be checked by staff at any time.
- Respect curfew hours between 9pm-7am and understand that access may be restricted during this time.
- Use the camera only with permission and understand that settings may be managed by staff.

Agreement and Signature

I have read and understood the Acceptable Use of IT Policy. I agree to follow the rules and understand the consequences of not doing so.

I confirm that if I leave the academy, on my final day, I will hand in my iPad and associated equipment that comes with this such as stylus, case, charger and any other items that I have been provided with. I understand that failure to do so may result in a charge being issued to cover the cost of the items. I understand that the device will become invalidated and will not function should I leave and not return it.

Student name	
Student tutor group	
Student signature	
Date	
This agreement is valid for the duration of your time at William Lovell Church of England Academy.	
Parent/Carer acceptance of this policy will be done via MCAS and confirmation made in Microsoft Forms.	

Policy Owner	JWH
Approved by	EBE, Trust
Policy Published	November 2025
Review Date	November 2028