



Barham Primary School iPad Teacher User Agreement

- The iPads are currently located in Year 2 and 5 they each have a trolley of 16. The iPads are to be used to accelerating learning within reading and writing. Both year groups are happy to share the use of the ipads, however, due to the current purpose and cost of these devices, we would like you to do the following before making a request to use them:
 - I will plan the use of them in advance and inform one of the ICT team (Jayshree, Michelle or Paulette) with plenty of notice.
 - I will ensure that I have gone through the Ipad Introduction with my class before booking the iPads for my first session. This can be organised with Paulette or by watching the various videos on the Busy Learning ICT website at www.busylearningict.co.uk (follow link for Busy Learning with the iPads.)
 - I will ensure that I and my class have read and signed the Barham ICT Acceptable Computer and Internet Use Policy.
 - I will sign for and collect the iPads myself – not sending a child/children.
 - I am responsible for the use and handling of the Ipad in my classroom.
 - I will make sure iPads have been switched off and iPad cases fully enclose the iPads.
 - I will return the iPads as soon as my session is over again not with a child/children.
 - I will keep a record of ways in which I have used the iPads with my class and what the impact has been.
 - If I want to download an educational app to use with my class, I will inform Ajay, Michelle or Paulette giving at least one week's notice before it can be used for teaching and learning. I realise that purchasing apps are not guaranteed, consideration will have to be given to the cost of the app and time needed to sync apps to all the iPads.
 - Photos and videos taken will be educational in nature and purpose.
 - I will keep food and drink away from the iPad as this may cause damage to the device.
 - I will not write on the iPad or the iPad cover or do anything to alter the iPad in anyway.
 - I will not remove the iPad protective cover.
 - I will not remove or deface the serial number or other identification on any iPad.
- I will always keep the iPad in a safe place when not being used.
- If the Ipad is damaged I will inform a member of the ICT team.
 - I will save final versions of student work by email or Dropbox (speak to Michelle or Paulette for more information.)
 - I am aware that in September the ICT department will delete all work, videos and photos on the iPads in preparation for the new school year.

Staff Full Name: _____

Class: _____

Staff Signature: _____

Date: _____