



**ORCHARD**  
—Community Trust—



# Watermill School

## Acceptable Use Policy: I pads

Policy Information		
Policy Author: Laurence Greenhalgh Governing Board approval date/date policy is in effect from: April 2026		
Latest Review information:	Summary of amendments	Date of next review:
		April 2027

## **iPad Acceptable Use Policy (AUP)**

### **1) Pupil-Friendly AUP**

#### **How I use my iPad safely, kindly and for learning**

##### **1. Be Kind**

- I use kind words and kind pictures.
- I tell an adult if something makes me sad, worried or confused.

##### **2. Use It for Learning**

- I use the apps the teacher says, like Showbie, Keynote, and learning games.
- I wait to be told by my teacher before changing apps.
- I understand my teacher can view my screen, open apps, set guided access and lock my device.

##### **3. Look After the iPad**

- I keep the case on at all times.
- I carry it with two hands or a strap.
- I will keep food and drinks away from the iPad.

##### **4. Ask Before Taking Photos or Videos**

- I always ask before I take photos or record videos.
- I only take pictures when I am told and I respect other pupil's privacy.

##### **5. Keep Information Private**

- I keep my passcode private.
- I keep personal information private (name, passcode, address etc.)

##### **6. Sharing Tools (Airdrop/Bluetooth/Screen share)**

- I only use Airdrop, Bluetooth or Screen share when an adult tells me to.

##### **7. If Something Goes Wrong**

- Stop. Close the iPad. Tell an adult.
- Accidents are okay, but I must tell someone straight away.

##### **8. Green = Go / Red = Stop**

###### **Green (Allowed):**

Learning apps/sites, Showbie work, Keynote, photos of my work, AAC (accessibility) apps, calm-down apps (as agreed with staff).

###### **Red (Not Allowed):**

Rude pictures, hurtful messages, filming without asking, downloading apps, trying to break the rules.

## 2) Staff Acceptable Use Policy

### 2.1 Safeguarding & Professional Conduct

- Staff must model safe and respectful digital behaviour.
- Only school-managed Apple IDs may be used on school iPads.
- **Photos/videos:**
  - Check parental consent list before capturing.
  - Upload only to Showbie, OneDrive/SharePoint, Evidence for Learning or other SLT-approved platforms.
  - Never store pupil media on personal phones or cloud accounts.
- Do not use iPads to communicate with families via personal messaging apps other than those approved for use (Dojo, Evidence for Learning, email, etc.).
- Report concerns immediately to the **DSL (Jen, Olivia or Laurence)** and log on CPOMS.

### 2.2 Jamf-Specific Rules

- All school iPads must remain enrolled in Jamf School.
- Staff must not remove or bypass MDM (Mobile device management) profiles.
- Only Jamf-approved apps from the Managed Apps catalogue may be installed by Wil or Laurence.
- Teachers may request new apps; Jen/Laurence/Wil will check for:
  - age rating
  - curriculum value
  - accessibility features
  - privacy & data compliance
- Staff may use Jamf/Apple Classroom (if enabled) to:
  - guide pupils into specific apps
  - lock iPads to Keynote, Showbie or AAC apps
  - monitor whether pupils are on-task
  - display pupil work
- Any device issues (lost, stuck in MDM, passcode issues) log with Laurence/Wil immediately.

### 2.3 Smoothwall-Specific Rules

- All internet traffic is automatically filtered through Smoothwall.
- Staff must not attempt to bypass filtering via hotspots or VPNs.

- Smoothwall monitors attempts to access blocked content; repeated concerns are forwarded to SLT/DSL.
- If a pupil encounters inappropriate material:
  - make safe
  - record
  - report to DSL (Jen) + Olivia/Laurence/Wil
- Smoothwall's safeguarding logs may be used by SLT/DSL/Laurence to review digital behaviour.

#### **2.4 Showbie Use**

- Showbie is the official platform for distributing, collecting, and marking digital work.
- Staff must ensure:
  - class groups are named clearly
  - pupils only join teacher-approved classes
  - comments and voice notes are respectful and curriculum-related

#### **2.5 Keynote Use**

- Keynote may be used for, but not limited to:
  - accessible presentations
  - visual schedules
  - lesson resources
  - pupil portfolios
- Teachers should ensure presentations are accessibility-friendly, e.g.:
  - high/low-contrast themes as appropriate
  - dyslexia-friendly fonts
  - large images

#### **2.6 Accessibility & SEND-Specific Tools**

Staff must enable appropriate adjustments for each pupil.

Built-in accessibility includes:

- Guided Access
- Assistive Touch
- Switch Control
- Voice Over
- Speak Screen / Speak Selection

- Background sounds
- Reduce motion / colour filters
- Live Captions
- Typing feedback (sound, voice)

Common SEND apps/tools examples:

- AAC apps: LAMP, Proloquo2Go, Grid, TD Snap.
- Visual support tools: Choiceworks, Widgit Go, Pictello.
- Calm/self-regulation apps: Zones Tools, Breathe, Calm Counter.
- Creative tools: Keynote, iMovie, Clips, Book Creator.
- Assessment tools: Kahoot, Seesaw/Showbie features, Microsoft Forms, Quizzez/Wayground.

Staff must not remove or block a pupil's essential communication app.

## **2.7 Hardware Use & Care**

- Keep iPads in rugged cases at all times.
- Charge overnight in the designated trolley.
- Clean using approved wipes.
- Report all damage/faults immediately.
- No personal stickers or accounts on school devices.

## **2.8 Data Protection (UK GDPR)**

- Do not save pupil data to personal drives.
- Use school cloud storage only.
- Screen lock must be enabled at all times with a 6 digit passcode enabled.

## **2.9 Incident Responses**

Incident types may include:

- Off-task behaviour
- Circumvention attempts
- Inappropriate searches (Smoothwall alerts)
- Misuse of camera
- Bullying/unkind content
- Data handling breaches

Actions:

1. Make safe

2. Restore & report (DSL/Laurence/Wil/SLT as required)
3. Reteach expectations
4. Adjust settings (e.g., Guided Access, app lock)
5. Review with SLT if repeated