



1:1 Digital Learning - Home School Agreement

The Cramond 1:1 Digital Learning scheme will provide every pupil in Second Level (P5-P7) with an iPad and a range of digital learning tools and resources to assist and enhance their learning at school and at home.

All parties involved (pupils, parents/carers and the school) must agree with all of the terms and conditions outlined below. Please complete [this electronic form](#) to agree to the terms below.

As a pupil, I agree to:

- Look after my iPad carefully at all times
- Charge up my iPad every night and bring the iPad into school fully charged every day
- Always keep my iPad in its supplied case and store it in an appropriate school bag when outside my class
- Only take my iPad out in class, at home or in seated communal areas in school - never in the playground, when walking between classes or when travelling to and from school
- Only use my iPad in lessons when instructed to by my teacher and put it away when told to
- Only use programs on my iPad that my teacher has agreed I can use in the lesson
- Only use my iPad to record audio or video clips with the clear and explicit permission of everyone involved in the recording
- Never access inappropriate content on my iPad
- Not remove any security markings and not allow it to be subject to graffiti
- Not remove any programs that have been installed by the school unless written permission has been given by the school
- Immediately report any damage, loss or theft to my class teacher.
- Only use the iPad charger supplied to charge up my iPad
- Report any technical problems to my class teacher in the first instance.
- Ensure that all work stored on the iPad is regularly backed up to iCloud or Microsoft 365 (OneDrive, Teams, Class Notebooks etc).
- Continue to abide by all the terms and conditions of the school's general ICT Acceptable Use Policy

As a parent/carers, I agree to:

- Ensure that my child cares for and respects their iPad
- To allow my child access to an Apple ID and Microsoft 365 account and other online tools deemed appropriate by staff
- Immediately report any loss or theft which happens out of school, firstly to the police and then to Yasmeen.naeem@cramond.edin.sch.uk An incident number should be obtained from the police
- Ensure that the iPad is used solely by the child that the school has given it to

- Ensure that the iPad is returned to the school if your child leaves the school, or at any other time upon the request of a senior member of staff
- To allow the school to apply sanctions until the iPad and accessories have been returned after leaving school
- Monitor my child's use of the iPad on the Internet at home, to ensure that only appropriate websites are accessed and only appropriate apps are installed
- Pay to replace any lost or damaged chargers/cables
- Pay a contribution towards any damage to or loss of the iPad in line with school policy in place at the time of damage/loss. Currently this is 50% of the cost for the first incident and 100% for any further incidents

The school agrees to:

- Provide pupils with an iPad and access to a range of digital learning resources
- Provide pupils with a range of learning opportunities which make use of the iPad, both in school and at home
- Provide parents/carers with ongoing advice to help them support their child's use of iPad
- Make sure that the iPad is working and that any repairs are dealt with as quickly and effectively as possible
- Give pupils an introduction to using and caring for the iPad. This will include a session on security, digital safety, maintenance and health and safety
- Provide wireless access to the Internet across the whole school site. The school will not be responsible for any costs involved, nor content accessed, when the Internet is used out of school
- Issue questionnaires to pupils and parents/carers to help us in our ongoing evaluations

Acceptable Use We expect all parties concerned (pupils, parents/carers and the school) to follow all the rules and procedures listed on pages 1 and 2. If however, a pupil breaks these rules then the school reserves the right to restrict or remove their access to any school ICT facility.

Specifically in this case:

- If a pupil persistently refuses to follow a teacher's instructions or stay on task, they may be told to put their iPad away and work from a book/paper for the rest of the lesson.
- Continued inappropriate use of the iPad during lessons and failure to follow instructions given by the teacher will result in a member of the Senior Leadership Team being informed who will then take appropriate action. This may involve the removal of all non-curricular apps and access to the App Store
- If a pupil accesses the Internet inappropriately, they may be banned from accessing the Internet in school for a period of time. Parents/carers will be notified if this happens
- In extreme cases, if a pupil persistently or seriously misuses their iPad, it will be removed from them by a member of the Senior Leadership Team for a period of time. If this happens parents/carers will be invited in to help the school resolve this matter
- In extreme circumstances, the iPad will be removed permanently

Thank you for your support in Cramond learners using digital technology to enhance their learning & teaching. Mrs H Donaldson Nov 2020