Acceptable Use Policy for Mobile Devices

1. **Key Messages**

   - The use of mobile devices is acceptable within the School environment within certain parameters as outlined below
   - Mobile devices can only be used in class with the express permission of the teacher
   - Mobile devices must be used responsibly at all times
   - The School takes its responsibility to educate students in appropriate use of mobile devices seriously, through talks, guest speakers, assemblies, 'Talk Thursday' initiative, and student voice

   This policy should be read in conjunction with the school's:

     - *Antibullying Policy*

     - *Cyber-bullying Policy*

     - *Internet Access Acceptable Use Policy (AUP)*

     - *Seaford College Safeguarding Policy*

2. **Purpose**

   The widespread ownership of mobile devices among young people requires that school leaders, teachers, students, parents and carers take steps to ensure that mobile devices are used responsibly in school. This policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety and greater learning opportunities) can continue to be enjoyed by our students.

   An adapted policy may be necessary for trips and excursions.

3. **Rationale**

   The school accepts that mobile devices are an important part of modern-day life. Mobile devices include tablets, phones, watches and other portable technology able to intelligently connect to other devices or services.

   Seaford College accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety, and for the benefit of communication.

   Parents/carers are asked to be respectful of the school day, and to avoid potentially contacting their child during lesson times, activity sessions, talks and tutor periods. The school should always be notified of a parent's intention to collect their child early.

   Parents/carers are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

4. School issued iPads

i. The Seaford College issues iPads to every student upon entry to the school as outlined. It is a requirement for all students to buy an iPad through the Seaford iPad scheme for use within the school environment.

ii. All iPads issued by the school are enrolled in the school and Apple Educational management systems allowing the school control over the deployment of apps for educational use.

iii. Upon leaving the school, the iPads will be wiped, allowing them to be used as a normal iPad, detached from the school environment.

iv. The appendix includes the iPad student user agreement.

5. **Responsibility**

   i. It is the responsibility of students who bring mobile devices to school to follow the guidelines outlined in this document.
   ii. Students should bring their charged school issued iPad to each lesson.
   iii. Students and parents are responsible for the appropriate care and security of their personal mobile devices, as well as for the content installed on to the device (including software, apps, games, and media).
   iv. It is the responsibility of students to ensure mobile devices do not disrupt classroom lessons, activities, assemblies, sport, meetings, and other obvious organised activities. Students should not walk around the campus on their mobile phone, or with headphones in use (or visible on their person)

6. **Acceptable Uses and Mobile phone rules**

   Prep School

   - Prep School students should hand their mobile phone into the form tutor during morning registration. These will be kept secure throughout the day until they are returned to the students during afternoon registration.

   Year 9

   - Year 9 should hand their phone into their form tutor during morning registration. These will be kept secure throughout the day until they are returned to the students during afternoon registration.
   - Mobile phones should not be used during prep.

   Year 10

   - Year 9 should hand their phone into their form tutor during morning registration. These will be kept secure throughout the day until they are returned to the students during afternoon registration.
   - Mobile phones should not be used during prep.

Year 11

- Year 11 are able to keep their mobile phones during the school day. Students should not use them anywhere without explicit permission from a member of staff.

Sixth form

- The Sixth form are able to keep their mobile phones during the school day. Students are able to use them in the Sixth Form Centre, but should not use them anywhere else without explicit permission from a member of staff.

i. The school recognises the importance of current technologies present in mobile devices, eg. camera and video recording, internet access, Apps, MP3 and MP4 playback, blogging, vlogging, Bluetooth, audio recording, calculator, personal fitness devices and Smart watches, etc. At times, teachers and students will want to utilise these functions to aid learning and teaching, and students may have the opportunity to use their mobile devices in the classroom. On these occasions, students may use their mobile devices responsibly in the classroom when **express permission** has been given by the teacher.

ii. The School makes use of online learning platforms (such as Firefly, the school calendar and sports fixtures, Office 365 and OneDrive). Students may access these services via their school issued iPad, and also have access to the School's WiFi for connecting to the internet (please also see Seaford College Internet Access Acceptable Use Policy). On the occasions when students wish to use their iPad for the above reasons, **permission** should still be sought from the teacher.

iii. Students may use a tablet device or specific e-reader for personal reading during prep and other supervised sessions, but are not permitted to use their mobile phone as an e-reader during these sessions. Students should also follow department guidance on the appropriate use of devices for word processing.

iv. Students are expected to keep their devices on silent during the school day to avoid disruption or embarrassment.

7. **Unacceptable Uses**

   Mobile phones should not be used inappropriately to send messages, play games or watch videos, or any other like usage during the contact times within the School's structured day (including but not limited to lessons, assemblies, talks, library sessions, supervised prep periods).

   Students, on their own or as part of a wider group, must not use a mobile device to engage in personal attacks, harass other persons, post private information about other persons, use SMS messages, take/send/upload or share photos or objectionable images, or make threatening phone calls. This includes inappropriate posting of emojis or slang definitions (an appendix for explanation is provided in the appendix). This also includes using mobile devices to photograph or film anyone without their consent. Students using mobile devices irresponsibly against other students, school staff, or the wider school community will face disciplinary action.

   Any user discovered to be hosting their own VPN, either through the School's network or through their cellular data package from their phone, will face disciplinary action.

[It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the police, and/or other external agencies.]

8. **Theft or damage**

    i.   Mobile devices should not be left in bags that are unattended. To reduce the risk of theft during school hours, students who carry mobile devices are advised to keep them well concealed and not 'advertise' that they have them. The school provides a locker for each student, and it is recommended that this is used for storing such devices.
    ii. Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office.
    iii. The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices (the School will of course investigate and try to locate the property and return it to the owner).
    iv. Mobile phones and other devices are not recommended to be taken on away sporting fixtures. The responsibility for such items and their security remains with the students themselves. Our coaches/teaching staff will educate the team/group on the importance of collecting valuables in and storing them safely with one of the attending Seaford parents, or arranging another secure holding, prior to the match. Staff cannot take responsibility for valuables whilst coaching a team or leading a school trip.
    v.   Damage to a school issued iPad should be reported to the IT Team immediately.
    vi. Should the worst happen, it is recommended that the serial number and IMEI code is written down somewhere safe at home.
    vii. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their devices (e.g. by other students, or if stolen) and that these are regularly updated.

9. **Inappropriate conduct under exam conditions**

    Any student found using a mobile device in exams or assessments will face disciplinary action including having their assessment invalidated. In any JCQ exam, the Chief Invigilator will report the incident to the JCQ. In such a case, the student risks not being credited with that exam result or indeed any exam result in that diet. Mobile phones and any other device (including Smart watches) are not permitted in JCQ exam rooms, even if switched off.

10. **Headphones**

    Headphones must not be worn, or be visible (hanging out of ears, draped around necks, dangling from pockets) when moving about the school campus. They may only be used in the classroom when **express permission** has been given by the teacher.

    They are permitted for personal use during break time within Common Rooms.

    The school strongly recommends that headphones are not expensive models, and should be discreet in nature, and able to fit comfortably into a trouser or jacket pocket.

11. **Sanctions – using a mobile device or headphones without permission**

    i.   Students who use mobile devices without prior permission will face having their device confiscated by teachers.

ii.   On the first infringement, the mobile device and/or headphones will be confiscated by the teacher and taken to a secure place within the school office. The mobile device will be returned to the student – at the end of the school day - after a discussion with a member of the SMT/Head of Year. The teacher should complete a negative daybook entry to record the incident. The school office will log the incident.

iii. On any subsequent infringement the mobile phone and/or headphones will be confiscated by the teacher and taken to a secure place within the school office. Parents/carers will be notified and the student will not be permitted to collect the phone without a parent/carer present. The class teacher should complete a negative daybook entry to record the incident. The school office will log the incident.

iv.   A new log will be started at the beginning of each term.

12. **Sanctions – using a mobile device irresponsibly to harm another person**

   i.   Students who use mobile devices in this way are transgressing the School's major rules (as published in the School calendar), and risk exclusion from school at first offence. Where a law is broken, the incident will be reported to the police, and/or other external agencies.

13. **Resources** are available to support teachers, parents and students to promote the safe use of mobile phones and other technologies both in school and at home.

   Below is a note of the resources available and a short description of what each one contains. These resources have been drawn from a variety of sources, including the Mobile Network Organisations.

   The NSPCC have teamed up with O2 to help you keep children safe when they're using the internet, social networks, apps, games and more: https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/?utm_source=google&utm_medium=cpc&utm_campaign=GEN_-_Safety_-_[BMM]&utm_term=safety_online&gclid=CLP0tryOxNECFcQV0wodMf4Dww&gclsrc=aw.ds

   Kidscape online safety and guidance https://www.kidscape.org.uk/advice/advice-for-parents-and-carers/internet-safety-and-addressing-online-risk/?gclid=CKf74-eOxNECFQo6GwodlycO2Q

   Stay Safe Online That smartphone in your pocket – or your tablet or laptop – contains significant information about you and your friends and family – contact numbers, photos, location and more. Your mobile devices need to be protected. Take the following security precautions and enjoy the conveniences of technology with peace of mind while you are on the go. https://staysafeonline.org/stay-safe-online/

   BBC Web guidance: http://www.bbc.co.uk/webwise/guides/mobile-safety-security

   Digital Awareness UK: There are some excellent resources for parents available from this website. https://www.digitalawarenessuk.com/

Educateenowerkids.org:
There are some excellent resources for parents available from this website. An appendix is included at the end of this document taken from this website, intended to help parents recognise emojis and slang definitions.
https://educateempowerkids.org/common-emojis-used-in-sexting/

14. **Parental Advice**

Parents are advised to maintain a watchful eye on the use of mobile devices, particularly in the School's lower and middle years. The following points are offered as guidance only:

- Locate family devices downstairs in public areas, rather than in closed bedrooms
- Set controls on accessing the Home router – many routers allow you to set access times, what content can be accessed at what time by which device in the Household. Remember to change the router's standard password.
- Set agreements on appropriate screen time, and set boundaries on the use of devices. Eg, use Xbox's not on School nights, mobile phones switched off and handed in at 10pm (as we do with our boarders).
- Consider insisting upon the installing an app such as *'Family Time'* onto your son or daughter's phone as part of the deal of for providing it. This enables you to set controls and limit usage.
- Do not share your account details with your son or daughter enabling them to download content from app stores as they wish
- Maintain and interest in the apps they do download, and consider the age restrictions on apps:

  o **Facebook** and photo-sharing site **Instagram** both require users to be at least 13 years old before they can create an account

  o **Twitter**, the site where users post messages and tweets in 140 characters, says you must be at least "13-years-old to use its services".

  o At first **Snapchat**, which allows people to post videos and photos for 10 seconds before they disappear, restricted anyone under the age of 13 from using their site. It then introduced a limited version of the app for under 13s - called SnapKidz - which allows photos and drawing but not sending messages. Users aged under 13 are redirected to Snapkidz.

  o The minimum age for the mobile phone messaging app **WhatsApp** is 16-years-old.

  o **YouTube** requires accounts holders to be aged 18 and over, and also restricts much of its content to over 18s, but it will also allow a 13-year-old to sign up with their parent's permission

- Read the appendix to this policy – a parents' guide to emojis

Acceptable Use Policy for Mobile Devices (Staff)

1. **Personal Mobile Phones (see also Staff Code of Conduct)**

It is accepted that staff possess their own mobile phones and other personal devices, which they may bring onto the School site. Staff should abide by the following:

- Personal calls should not be made or received during lesson times, or in public areas where students are within earshot. The staff room or a departmental office is an appropriate location for making and receiving such calls. Such calls should be kept to a minimum and should be of an emergency status only.
- The School does allow staff to access their work email account on their personal device if they so wish. There is no requirement for staff to access their emails from home or on personal devices. Staff should be aware that in the event of a disciplinary incident, or safeguarding concern, regarding the use of the mobile phone, school issued iPad or other device (including email, apps or other such content), if School data is accessed from a personal device, that device may need to be surrendered as part of any investigation. It is therefore a personalchoice as to whether or not to access School email or other data using a personal device.
- Staff should also consider the extent of the personal data that they are able to access on a personal device through the various apps available to them. Security for this data is the responsibility of the user, and all due care should be taken to adequately secure the device(s). Any potential suspected breach of security should be reported immediately to the IT Network Manager and the Data Protection Officer (Andrew Golding)
- Staff should not give out personal mobile numbers to students, or parents/carers/guardians. Mobile phones provided by the School should be used for school trips.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Lead or the Headmaster.

2. **Cameras and recording devices**

Children should only be photographed or filmed on video for the purpose of recording their development of participation in events organised by us, **using a School provided mobile device only.** Staff with senior responsibilities may be provided with a School owned mobile device, and will sign a separate device agreement for the appropriate use and management of that device. The School also keeps a limited number of shared devices for supporting School trips.

Parents sign a consent form and have access to records holding visual images of their child upon entry to the College and this may be found as part of the College contract.

- Only the designated school cameras, phones or iPads are to be used to take any photoswithin the setting or on outings.
- Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress
- All staff are responsible for the location of the cameras / I-pad, which should be placed in a safe place when not in use.
- Images taken and stored on the camera / mobile device must be downloaded as soon as possible. Images should be downloaded on site.

- Images may only be uploaded to the secure School website by the Marketing team and should never be uploaded to the internet for any other reason, including onto social networking sites e.g. Facebook.
- The only exception to this is for approved member of staff, such as the Director of Sport who maintains a Twitter account for School Sporting updates and news. It their responsibility to ensure that this policy is followed, and that due regard is given to those students where consent is not given for the publishing of images to the School's Twitter account or website. Their usage will be monitored by the School's marketing department.
- Under no circumstances must cameras of any kind be taken into bathrooms without prior consultation with the Head.
- Should photographs need to be taken in a bathroom, i.e. of children washing their hands, then the Head must be asked first and staff should be supervised whilst carrying out this activity. At all times the camera / mobile device must be placed in a prominent place where it can be seen.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Child Protection or the Head.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy.

For the purposes of providing online learning and supporting the education provided, a School device may be issued. Staff must sign for the device and agree to the terms provided. The security of the device and the data stored upon it are the responsibility of the person that the device is issued to.

3. **Data Protection**

The School's Data Protection officer is Andrew Golding.

Under GDPR (May 25 2018), consent should be as easy to withdraw as given in terms of using personal data. Staff are referred to the Staff Privacy Notice.

4. **Social Media**

Staff who require social media accounts (as outlined above) for external use should create them using internet-based email addresses (agreed with the Head of Marketing), which they require to access the account. These email accounts created exclusively for the administration of corporate social media accounts must only be accessible to the administrators for the particular site, and not used for any other work related or personal purpose.

Passwords should be shared securely in teams that manage the accounts. The user ID and password should also be logged with the Marketing Team.

The following points should be followed in relation to use of social media:

- Always aim to be transparent, trustworthy and authentic
- Craft and maintain an appropriate voice for your service
- If in any doubt do not post
- Know that the internet is permanent
- Ensure every account is secure and accessible by at least one other user

- If you have any doubts or concerns about something posted on social media, please alert either the Designated Child Protection Officers, or a member of the Senior Management Team

Staff may maintain Whats App accounts for the efficient organisation of trips, activities and sport, where the group members are all staff. These groups should be administrated by the line manager of that department, and should include invitations to members of the Senior Management Team as acourtesy. The above points on use of social media are relevant.

Boarding House Staff of Sixth Form Houses may choose to maintain a House Whats App group.

In setting up Whats App groups for School use, it is important that the following steps are adhered to:

I. Use '**broadcast lists'** instead of groups. To set them up;

   a. Go to WhatsApp
   b. Tap the three dots in the bottom right corner
   c. First in the list will be broadcast group. Tap this and create your group.
   d. This stops students and other group members from seeing each other's numbers.

II. Members of the Senior Management Team should be informed of the existence of any such groups,who the members of the group are, and should be provided with the facility to monitor these

5. **Appendix**

i) **Emojis** - https://educateempowerkids.org/common-emojis-used-in-sexting/

Emojis are symbols, or ideograms, that depict an idea or object rather than using words when texting. They allow an individual to say something without actually having to say it. When we look at it that way, it's no surprise that today we are seeing more and more people — especially young people — use emojis when sexting (sexually explicit messaging). Emojis came on the scene around the year 2000 when users were able to download or copy various symbols from smileydictionary.com to use on their cell phones. Then as smartphones emerged, apps were available to download and add the symbols directly to the device's keyboard. When the popularity for the applications soared, both Apple and Android made them part of the standard keyboards available on all devices. Below we have prepared a picture dictionary of the most common emojis used for sexting. Read on with caution as some of the images you are about to see might be offensive.

Genitalia:

Most commonly used emojis for male and female respectively. The Peach can also be interchanged for a butt (homosexual). Important to take note with whom the exchange istaking place to determine what is what.

Other emojis used for Penis:
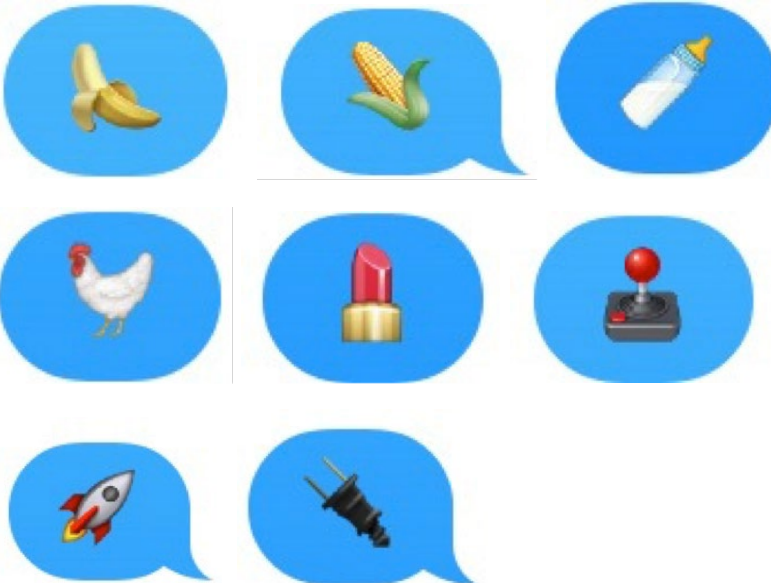
Other emojis used for Vagina:

Breasts:

🐪 🍈🍈 🍒

🍺🍻

Intercourse :

👈👌

Most commonly used for intercourse. Also used for manual stimulation (female).

Other emojis used for intercourse :

🌭🌮 🚇 📈

📬 🐫

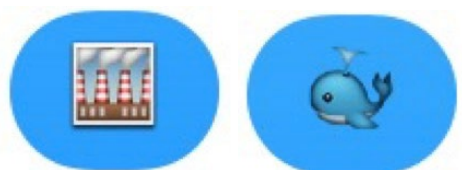**Manual stimulation (male):**

✊🍆

Oral sex:

Other:

69 sexual position

Often when chatting with a stranger, through an app or otherwise, this is used to verify theperson's age.

Orgasm, both for male and female interchangeably.

Male orgasm

The following is a list of *slang definitions*. These are words you might be hearing around your house, seeing in your kid's texts, or watching scroll past you on your social media feed, but you aren't quite sure what they mean. Below is a list of those terms along with their definition:

Netflix and chill - Euphemism for casual hook up. Going over to a friend's house, watching Netflix, and having sex. "Do you want to come over and Netflix and chill?"

Cheater App - An app used to cheat on a significant other. Examples include Tinder, Tyger Text, and Snapchat to name a few. There are even a few articles encouraging their use.

NSFW - Not Safe for Work. Usually used for posts that contain nudity, language, or other things you wouldn't want someone at work to see if they saw your computer screen. "This article is NSFW."

Turnt - When referring to people, this word usually means they are inebriated in some way, or they are just hyped up. When referring to an event, it means the event is fun, people are probably inebriated, and everyone is having a good time.

Lit - intoxicated or high, regardless of the substance being used. "She's so lit she can't even walk."

FOMO - Fear of Missing Out. "When I heard I had to work during the party next week, I had serious FOMO."

No chill - Not very responsible, doing something without thinking. Reckless. "Pedro was driving crazy last night; bruh has absolutely no chill."

Squad - A group of friends or a clique. "Me and my squad are tight."

AF - Short for the term "As Fu*K." "That pic was crazy AF." "That movie was scary AF."

Ship - Supporting a specific romantic union. Short for relationship. "I'd ship Ron and Hermione."

YAS or Yaaaas - Something to express high levels of approval. "Did you love last night's episode?" "Yaaaaaas!"

Shade - Casual, underhanded insult. "Nikki threw major shade at Miley."

Basic - An adjective used to describe any person, place, or activity involving obscenely obvious behaviour, dress, or action. "Sandra is so basic."

Hella - Used to replace 'very' or 'really.' "That new movie was hella good."

Bae - Stands for Before Anything Else. Used as a term of endearment for a significant other, similar to baby, sweetie, or honey. "My bae treats me so good."

On Fleek - On point, sharp, near perfection. "Man, my hair is on fleek today."

Slay - To accomplish something, succeed, or do really well. "Dude, I slayed in the game last night."

Thirsty - Desperate. Anxious to get something, especially physical affection or sex, but can apply to other things. "These pics make me so thirsty."

Spank Bank - Referring to memories of pornography, sexts, or other sexually stimulating material to be used for masturbation.

Obvi - Short for obviously. "My crush doesn't know I exist." "Obvi."

Fam - Super close friends. "I know he has my back; we fam."

Woke - Being aware, up to date on current affairs. "He is woke to the racial issues going on."

Mansplaning - A man explains something to someone, typically a woman, in a manner regarded ascondescending or patronizing. "My boss mansplained football to me."

Manspreading - The act of a man spreading his legs when sitting on public transportation or in otherpublic areas. "We were on the bus, and I couldn't sit down because he was manspreading."

Dad bod - Middle-aged man, typically one with children, who was once in shape and is no longer.Typically characterized by a beer belly. "Check out that celebrity's dad bod."

Clutch - Just right for the moment. Could replace just what I wanted. Also the ability to performunder pressure. "This gift is so clutch. Thank you!" "Lebron has to be clutch to win this game."

Feels - Used to describe emotions that cannot adequately be described with words. "This post givesme so many feels."

Janky - Objects that are old or out of date or style. "My shoes are so janky."

Salty - Upset or angry. "He has been acting salty since she broke up with him."

Clap back - Same as come back, to return an insult. **"**Yo, did you hear Miley's clap back after Nikkiburned her!?"

Thot - That Hoe Over There. "Check out the thot." "This room is full of thotties."

HOT PIC - Hot Pictures as in sexy or naked

I&I – Intercourse and Inebriation.

IPN - I'm posting naked.

LM46 - Let's meet for sex.

Communication Tips

If you have been having some experiences with your children using some of these terms,educateempowerkids.org have a few ideas on how address it.

1. If you are hearing or seeing a word for the first time and it's one you aren't familiar with, come to our list and get educated. We live in a world where the media glorifies sex, drug use,and other behaviours we don't want to find in our home; the days of turning a blind eye are over.
2. Stay calm. Take a deep breath. Acting from emotion is never a good idea. Allow yourself timeto reach a place where you can address the topic without losing your cool.
3. Contemplate all the factors. Ask yourself, has my child been acting differently lately? Textingmore? Speaking disrespectfully or pushing boundaries?
4. Determine if the behaviour or usage of the language is something that is permissible in yourhome culture. Assimilate these definitions with your personal morals and ideas. Some of thewords could be considered harmless, but it depends on your personal family needs.
5. Formulate a plan, speak with your co-parent, if possible, and create a plan to address it withyour child.

Please note that further definitions are available through the website, using the link above. We alsorecommend checking this link from time to time as such terminology is ever changing.

Seaford College Student iPad User Agreement

iPads are used multiple times a day by Seaford students. More often than not this is during lessons, but they will also be used during supervised and independent study periods, during co-curricular activities and at home or in the boarding house when students complete their prep or revision. All Seaford iPads are enrolled in the Mobile Device Management (MDM) system which allows us, as a school, to apply age relevant restrictions on the iPads and deploy educational apps and tools to the right groups of students. Students must adhere to all College policies and guidelines, including the Acceptable Use and Mobile Devices Policy, Anti-Bullying Policy and Student Behaviour Policy, in order to maintain their access (these policies can be found on the school website www.seaford.org/policies). Failure to comply with these policies may result in the loss of technology privileges whilst in school.

Students should be…

RESPONSIBLE
- I will keep my iPad in its case at all times, and not place anything between the case and display.
- I will carry my iPad carefully and keep it on top of other items.
- I will keep my iPad and case clean and free of stickers, writing, and other damage. I will leave Seaford labels in place.
- I will keep my iPad away from food, drinks and other liquids. I will only use a dry, soft cloth to clean the iPad.
- I will use my own name as the name of my iPad.
- When I am using my iPad on a desk, I will keep it in the middle of the desk to avoid it falling on the floor and becoming damaged.
- I will keep my iPad in places where the temperature is at normal room temperature (and not extremes of temperature), for example taking it inside with me instead of leaving it in the car on a cold or hot day. I will keep my iPad in my school bag or backpack when traveling to and from school.
- I will keep my iPad in my school bag or backpack when traveling to and from school.
- I will keep my iPad in my school bag or backpack while at the bus stop or other pick-up or drop-off point.
- I will immediately report to the College if my device becomes lost or stolen.

SAFE
- I will always supervise my iPad, and when I am not using it in school, it will be stored in the required classroom location, or in my locked locker.
- I will add a passcode to my iPad to protect my personal information and prevent access. I will not share my password and log-in information with anyone else.

PRODUCTIVE
- I will always make sure the iPad battery is charged for the start of each school day.
- I will only use the apps and websites my teacher tells me to use.
- I will use the iPad to do my own work and avoid plagiarism by giving credit to my sources.
- I will always have enough storage on my iPad to download, access, and create any educational applications or files required by my teachers.
- I understand that I may need to delete any personal content on my iPad if I am running low on storage.

RESPECTFUL
- I will not use my iPad to bully, harass, harm, or spread lies or misinformation about others.
- I will use the camera and microphone to take appropriate pictures, videos and audio recordings.
- I will not use the camera in a bathroom, toilet, or changing room, or in my bedroom.
- I will use my iPad to access, submit, post, publish or display material that is legal, true, non-threatening, free of racially offensive content, and does not hurt someone's reputation.

Whilst not compulsory, we highly recommend that students' iPads are insured using the insurance on offer through the Seaford iPad Store.