

School-Managed iPads: Guidance and Rules (2026-2027):

Norwich School aims to support pupils to live well with technology – learning to be conscious, safe, proficient and responsible users of digital tools.

While pupils review and agree to the following rules at school, **we require parents and guardians to acknowledge that they have read through this guidance with their child and discussed the rules that are in place.**

Expectations are set out in full in the **Pupil Digital Use and Safety Policy**. This is available upon request and all pupils agree to abide by this policy in September. Pupils will also cover some of its content in IT lessons.

The expectations set out in the policy apply to school owned and personally owned devices - in so far as they affect the welfare of pupils or any member of the school community, or where the culture or reputation of the school might be compromised.

The following summarises key aspects of this policy for parents and pupils in relation to the **acceptable use of school IT systems** and **rules around school-issued iPads** (for pupils in L4-L5).

Acceptable Use:

1. You must use school IT systems, devices, and networks safely and for educational purposes, whether on or off the school site.
2. Only use content, software, and AI tools approved by a teacher and immediately seek help if something goes wrong.
3. Keep your personal network usernames and passwords completely secure and confidential, never writing them down or sharing them with others.
4. Treat others online with the same respect you expect face-to-face, avoiding any communication that harms others or damages the school's reputation.
5. You must obtain explicit permission before taking, storing, or sharing images and videos of other pupils or staff.
6. You are strictly prohibited from accessing, downloading, or distributing illegal, offensive, radicalising, sexually explicit, or otherwise harmful content.
7. Do not attempt to bypass the school's filtering or security controls, install unauthorised software, or make excessive downloads.
8. Do not use school networks for unauthorised activities such as gaming, gambling, shopping, file sharing, or unapproved social media.
9. Always check the accuracy of online information and check with a teacher if you are unsure.
10. You should be aware that the school uses automated filtering and monitoring systems to track website categories, flag unsafe behaviour, and log network activity.

Rules on Pupil devices (iPads)

Pupils in L4-L5 will be issued with a school-managed iPad in September. Full guidance is set out in the Pupil Digital Use and Safety Policy. The following summarises the rules for use of the iPads:

1. Look after the device: keep your iPad, case, stylus and charger safe and return them in good condition.
2. Stay secure: use a passcode to protect your iPad and never share it with anyone other than a teacher or your parents. Never lend your device to another person.
3. Keep it safe: keep your iPad inside your bag while moving around school and only store it in designated lockers or covered bag racks. Never leave it unattended in a public place.
4. Be *Ready to Learn*: bring your iPad to school fully charged every morning - you won't be able to charge it during the day, nor will you be lent a spare one.
5. Follow instructions: only take your iPad out of your bag when a teacher tells you to and lay it flat on your desk so the screen can be seen. Only touch the stylus when instructed. You are not allowed to use messaging, personal apps, or games during lessons. Misuse may result in confiscation.
6. Keep it in the bag: do not use your iPad in corridors, the refectory, or outside unless a teacher has given you specific permission. It can be used in the libraries.
7. Save to OneDrive: Always save your files to OneDrive so your work isn't lost if the iPad malfunctions or something is accidentally deleted.
8. Acceptable Use: follow the guidance on acceptable use. Only use the camera with a teacher's permission and never take or post photos of others without their consent. Sound/ music/ notifications should be switched off.
9. Be aware of monitoring: remember that school internet filters still work at home and the iPad will automatically shut down at night to help you sleep.
10. Report problems: if the device is stolen, lost or damaged, report this to the IT Support Desk immediately. A £50 excess and administration fee may be charged to the fee bill. If lost, make every effort to find the iPad. Malicious damage or repeated loss may result in your parents being charged the full replacement cost.

If pupils do not adhere to the Pupil Digital Use and Safety Policy, they may face sanctions as outlined in the Behaviour Support and Intervention Policy.

If you require further information, please contact the IT Department or Mr Grant, Assistant Head (Quality of Teaching and Educational Development).