Empowered Learning

EDINBVRGH THE CITY OF EDINBURGH COUNCIL CGI

Home School Agreement

The City of Edinburgh Council has an ambitious and inclusive education strategy called "Edinburgh Learns for Life". The Empowered Learning Programme, which is part of this strategy, means that learners, across the City of Edinburgh Council (CEC), in P6-S6 will be provided with an iPad to support their learning.

The iPad will assist and enhance learning at school and at home in the following ways:

- Preparing learners for success in our rapidly evolving digital world.
- Allowing personalised and transformative learning and teaching.
- Developing learning, thinking and digital literacy skills vital for success in our technology rich society.
- Extending learning, enhancing collaboration and publishing beyond the classroom.
- Enabling increased parental involvement in the learning process.
- Providing access to up-to-date, authentic information from a huge variety of sources.

The iPad provided belongs to the City of Edinburgh Council and is traceable through the Council's Mobile Device Management System.

Staff will discuss and review this agreement with all pupils on a yearly basis. This agreement will be issued before any device is sent home with a learner (typically in P6 and S1).

All parties involved - learners, parents/carers and the school - must agree to the following conditions:

Learners

I agree to:

- Abide by all the terms and conditions of the school's Responsible Use Agreement.
- Look after my iPad carefully at all times.
- Charge up my iPad every night and bring it into school every day, unless told otherwise.
- Always use the charger and cable supplied to charge up my iPad.
- Accept that if I forget to bring my iPad to school, my teachers will expect me to work using alternative resources.
- Always keep my iPad in its supplied case and store it in an appropriate school bag when outside my class.
- Use my iPad during class time as instructed by my teacher and close it or put it away when my teacher says so.
- Use my iPad for independent study in seated communal areas of the school or in my home.
- Never use my iPad in the playground, when walking between classes or when travelling to and from school.

- Never share my passcode or my iPad with another learner.
- Never remove any asset tags or security markings from my iPad.
- Do not allow the iPad to be subject to graffiti.
- Never attempt to use any third-party programs or tools to change the configuration of my iPad.
- Immediately report any damage, loss or theft which happens in school to a senior member of staff.
- Report any technical problems to the ICT Technician or other designated member of staff.
- Ensure that all work done on the iPad is saved to OneDrive or iCloud, so it is backed up.

Parents/Carers

I agree to:

- Ensure that my child cares for and respects their iPad.
- Allow my child to make use of a school-provided Managed Apple ID, Microsoft 365 for Education account and other online educational tools deemed appropriate by CEC/school staff.
- Immediately report any loss or theft which happens out of school, firstly to the police and then to the school. An incident number should be obtained from the police.
- Support my child to maintain the privacy of their usernames and passwords. Login details are the property of the child and are for the use of the child only.
- Allow my child to make optional use of 'Touch ID' fingerprint recognition to improve security on their iPad. (NB. this fingerprint data is encrypted and stored locally on the iPad so cannot be accessed or used by any other user, any other apps or by Apple).
- Ensure that the iPad is used solely by the child that the school has given it to.
- Monitor my child's use of the iPad at home, to ensure that only appropriate websites are accessed so that that they are safe online and behaving as a responsible cyber citizen.
- Depending on circumstances, pay a contribution towards any damage to or loss of the iPad. This contribution will be 50% of the cost for the first incident and 100% for any further incidents, up to a maximum of £150.
- Depending on circumstances, pay a contribution towards the replacement of a lost or damaged case, charger or cable.
- Ensure that the iPad, case, charger and cable are returned to the school prior to my child leaving school, or at any other time upon the request of a senior member of staff.
- Allow the school to apply sanctions until the iPad and accessories have been returned after leaving school. Failure to return any items will be reported as theft to Police Scotland.

The School

Agrees to:

- Provide each learner with an iPad and access to a range of online learning resources.
- Give learners an introduction to using and caring for the iPad. This will include learning about device security, digital safety and cyber resilience, maintenance and health and safety.

- Provide learners with a range of learning opportunities which make use of the iPad, both in school and at home.
- Manage the list of available apps, device management and appropriate web filtering.
- Provide parents/carers with ongoing advice to help them support their child's use of their iPad.
- Make sure that the iPad is working and that any repairs on the iPad are dealt with as quickly and effectively as possible.
- Provide wireless access to the internet within the school. Provision will be made during school opening hours to allow learners to complete homework/carry out research using the internet if required. The school will not be responsible for any costs involved, nor content accessed, when the internet is used out of school.
- Issue questionnaires to learners and parents/carers to help us in our ongoing evaluation of the iPads and to ensure their use contributes to high quality learning and teaching.
- Explain this agreement to younger learners in age-appropriate language, as required.

Possible Sanctions

We expect the parties concerned, learners, parents/carers and the school, to follow all the rules and procedures listed in this agreement. If a learner 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 learner persistently refuses to follow a teacher's instructions or stay on task, they may be told to put their iPad away and work using alternative resources for the rest of the lesson.
- Continued inappropriate use of the iPad during lessons and failure to follow instructions given by a teacher will result in a senior member of staff being informed who will then take appropriate action.
- If a learner 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.
- If a learner persistently or seriously misuses their iPad, it may be removed from them by a senior member of staff for a period of time. If this happens, parents/carers will be invited in to support the school in resolving this matter.
- In extreme circumstances, the iPad may be removed permanently.

Data Privacy Information

- **Education Privacy Notice:** https://www.edinburgh.gov.uk/downloads/file/22730/education-privacy-notice
- **Education Digital Learning and Teaching Privacy Notice:** https://www.edinburgh.gov.uk/downloads/file/34315/education-digital-learning-and-teaching-privacy-notice