

Terms & Conditions of the One Person, One Device Scheme at Simon Balle School

1. General

- i. The scheme will provide an iPad for every Simon Balle student in years 7 to 11 inclusive for use in all aspects of their education at the school.
- ii. Students who do not wish to be provided with an iPad may use their own devices but we do ask that this device is an iPad as we can ensure consistency in the suite of applications used and management of the school network.
- iii. We are currently unable to offer insurance to students who choose to provide their own devices.
- iv. iPads will be distributed to students in the first week of the Autumn term subject to the confirmation receipt from parents/ carers.

2. Payment terms

- i. The cost of contribution towards the scheme will be £26 for each year that a student uses a device. This is to be paid in the Autumn term of each academic year until the student leaves the school.
- ii. The parental/ carer contribution goes towards accidental breakage cover for each device, a protective case and administration of the scheme.
- iii. Payment is preferred via Parent Pay, the school's preferred option for all financial transactions with parents/ carers. If parents/ carers are unable to use this method then cash or cheques can be taken to the finance office during school hours. Cash and cheque payments should be enclosed in a sealed envelope with the student's name, form and a description of what the payment is for written clearly on the envelope.
- iv. The school will always seek to assist parents/ carers who are unable to contribute towards the scheme.

3. Ownership of devices

- i. The school will own all devices throughout a student's school life but responsibility for maintaining them will lie with the students.
- ii. Students are expected to look after the devices at all times.
- iii. Ownership of the devices will pass to students after year 11 as long as they have used the device in school for 3 or more years and made all annual contribution payments.

4. Repair and replacement

- i. Devices must be kept in suitable protective cases at all times. The accidental breakage cover will not apply if the device is not adequately protected . If you are unsure about the suitability of a protective cover, please visit the Educational Technology Department who can advise accordingly.
- ii. In cases of accidental damage to devices, students should take the device to the Educational Technology Department immediately. The aim is to have all devices repaired and returned to students within three days.
- iii. If damage occurs to devices outside of normal term time then please email the Educational Technology Department as soon as possible at: edutech@simonballe.herts.sch.uk . The Educational Technology team will contact you to arrange repair.
- iv. If the damage to a device is clearly not accidental then we will seek to recover the cost of repair or replacement from parents/ carers.
- v. If a device is misplaced then the Educational Technology team should be contacted immediately as they may be able to locate the device using the pre-installed management application. If a device is lost, we will seek to recover the cost of a replacement from parents/ carers.

5. Device management

- i. Students who opt to provide their own device for use at school are able to do so but they must run on an 'iOS' operating system (this limits device choice to Apple products).
- ii. All devices for use in the school must have the schools device management application ('Meraki') installed. This application is required to access the schools wireless network and ensure that essential educational applications are installed. Please note that no personal information is kept on students network activity and we do not monitor usage outside of school times.
- iii. The Meraki application must be installed at all times and allows us to remotely wipe the device should it be lost.
- iv. Students must ensure that devices are brought into school with sufficient battery for the whole day. Devices should not need to be charged during school hours.
- v. Students and parents/ carers should ensure that iPad usage is in line with the 'Digital Safeguarding Policy', a copy of which will be placed on the school's website.
- vi. Students will need their own iTunes account and these must be set up using their school email accounts, if they do not already have an account the Educational Technology Team will help in setting one up. This is needed to download applications from the App Store.

6. Learning materials

- i. The default option for provision of all future learning materials (i.e. text books) will be electronic books. These will be provided free of charge to students where they

relate to curriculum necessities. Additional learning resources may be purchased by students or by the school as required.

- ii. Where possible, the school will encourage submission of student work electronically.
- iii. Where it is not possible to provide resources electronically, the school will provide hard copies of text books and other learning materials.

7. Parental/ carer responsibilities

- i. Whilst on the school's wireless network, we are able to safeguard students e-safety as far as possible but we are unable to extend this beyond the school's own network. Therefore it is vital that parents/ carers take all necessary precautions at home to ensure that e-safety is considered.
- ii. The school will run annual sessions for parents/ carers on e-safety to ensure effective safeguarding is in place. Details for the course will be sent out via the school newsletter.
- iii. Simon Balle School will not accept responsibility for breaches of electronic security or e-safety outside of direct school use.

8. Queries

- i. Please direct any queries regarding these T&C's to the finance office (finance@simonballe.herts.sch.uk)