Using 1:1 iPads, PCs or Chromebooks with children in school
Lockdown Edition KS2
(A summary of our school's ICT policy)

1. **Hand out iPads/laptop each morning to KS2 children.**
   - Children check the device is not already logged in. If it is, pass name to relevant teacher or L Earl and log the child off.
   - Each child should log in with their OWN username and password. Contact class teacher or L Earl is username/password is not known. These should not be left printed out in classrooms.

2. **Each child should keep their designated iPad/laptop in their tray for the day.**
   - Children should not share devices unless specifically asked by the teacher/TA.
   - Any websites that require personal log ins should only be accessed on their specific device.
   - Children may need to take photos of work etc. They should not be taking photos of other children unless part of a learning activity.
   - Devices (in trays) should be away from the children when changing for PE.
   - Devices should never be taken into the toilets.

3. **1:1 Devices (iPads, PCs and Laptops) should NOT be used during break and lunchtime unless a teacher/TA has specifically given permission and for school work only. The use would then need to be monitored as if in lesson time.**
   - Games should not be played on devices during break and lunch time. Children need a break from screen time.
   - Devices should be in their trays and kept safe from food and play that could affect them.

4. **End of day – Children need to log out of ALL websites that they have logged in to.**
   - Remind pupils to log out correctly and not just close down the browser.
   - Children should delete any photos they have taken that are no longer required.

5. **Teacher/TA collects devices and checks they are all logged out.**
   - If you find an app/website that seems to hold the log in information, contact L Earl or support@openair.systems asap so that it can be looked into.
   - Devices should be cleaned and stored securely until the next day.

In the event of an online safety incident:

❖ **A child is using the devices in an inappropriate way**
  ○ Remind child of the KS2 AUP which states that they use school devices for learning and that they should behave in a kind and friendly way as befits our school's behaviour policy.
  ○ If inappropriate behaviour continues, inform class teacher in order for a record to be kept.
  ○ Current bubble teacher may need to speak to parents at the end of the school day.
  ○ If necessary, the child may have to use the class desktop computer instead.

❖ **A child discovers their account is being used by someone else due to comments/work being uploaded.**
  ○ Remove device from child and record evidence by screenshot.
  ○ Check that all pupils within the room are using their own log in credentials.
  ○ Alert the class teacher who would be receiving this work that it is not the named child.
  ○ Alert SLT to incident. – If malicious or inappropriate, school sanctions many need to be applied.
  ○ Alert L Earl to change username and password of the child.

❖ **A child is using someone else's login details**
  ○ Remove device from child.
  ○ Establish reason – are they posting inappropriate material or making comments under someone else's name or have they made a genuine mistake?
  ○ If a genuine mistake, ensure pupil has correct log in details and remind them of importance of not using anyone else's details. Ensure they understand what they need to do.
  ○ If inappropriate language/comments etc have been sent, inform the account holder's class teacher.
  ○ Inform SLT. School sanctions may need to be applied.

❖ **Inappropriate content is accessed**
  ○ Remove device and screenshot the inappropriate content.
  ○ Alert SLT and OpenAir support@openair.systems
  ○ Was the content accessed accidentally? Is so, this is a technical issue where OpenAir will check the firewall and add to it if necessary.
  ○ Was the child searching inappropriately or trying to access non-school based material? If so, this may need to be referred to class teacher, SLT or L Earl depending on severity.

❖ **Inappropriate contact**
  ○ Children should not be contacting anyone outside of school on school devices (unless for a specific teacher-led learning reason, e.g. contacting an author).
  ○ If a child is using devices to contact someone, remove device and screenshot evidence. Inform class teacher and parents.
  ○ If a child receives contact from an unknown person, remove device, contact SLT and OpenAir. Further investigation will be required.