iPad Acceptable Use Policy Template | School Staff
If you have iPad (or any tablet) devices in your institution, you should consider creating an iPad use policy to protect students and your institution.

Not sure where to start? Here we have created a template which you could use straight away or alter depending on your situation.

Need more help?

Contact our highly experienced education team on:
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Data Protection and Security

- All school staff must have their device enrolled into the schools ‘Mobile Device Management’ system. At no point should a member of staff attempt to remove their device from this system.
- All school devices are managed by an appointed person/s, <NAME/S>. Do not try to manage your staff device yourself via iTunes or any other management software.
- The school provides all staff members with a managed Apple ID. Do not use your personal Apple ID on this device.
- Do not set up your personal email address on this device.
- Do not link up personal third party apps or services, such as Dropbox or other storage; on-demand TV; other media streaming services.
- Do not to sign into your personal social media accounts, e.g., Twitter; Facebook; LinkedIn.
- Staff must set an enhanced password on their iPad device, which is changed at a minimum of once per term.
- The password for your iPad device must be unique, and must not be recorded. If a password is forgotten, it can be reset through the school’s device management system.
- Back up your iPad and it’s content on a regular basis. Items deleted from your iPad cannot be recovered.
- You must not jailbreak your device, or otherwise hack, or tamper with it.

User Responsibility

- Your iPad device must be in a protective case at all times.
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Only approved cleaning materials can be used to clean your device, such as laptop or tablet sprays and cloths.
- Do not keep, or leave your iPad unattended in vehicles.
- Keep your iPad safe ad secure at all times. You should know where your iPad is at all times.
- Ensure your battery is charged, and ready for school use each and every morning.

Lost, Damaged, or Stolen Devices

- If your device becomes lost or stolen, report it to <NAME/S> as a matter of urgency.
- If your device has become damaged, report it to <NAME/S>, and hand over the device to them.
- You must not carry out repairs on any school-owned device.
- You must not solicit any individual or company to repair a school-owned device on your behalf.
Safeguarding and E-Safety

• All device usage is subject to the rules and guidelines of the school’s E-Safety policy. Anyone in breach of this policy may be subject, but not limited to disciplinary action, confiscation, removal of content, or referral to external agencies.

• Do not tamper with iPad devices belonging to other members of staff. Anyone found trying to access another staff member’s device or associated content will be subject to disciplinary action.

• If an iPad is found, return it immediately to <NAME/S>.

• Do not take photographs of others using your without their express permission.

• As with all other school devices, outlined within our ICT and Safeguarding policies, you are strictly forbidden from using your device to create, store, access, view, download, distribute, send, upload inappropriate content or materials.

• You are forbidden from utilising your iPad to partake in illegal activities of any kind.

• Do not use your iPad to post images, movies, or audio to a public facing part of the internet, without the express permission of all individuals imaged/recorded. Where this includes students, refer to the head teacher, and ensure that full permission has been received from the head, as well as parents/guardians before a post is made.

• Your iPad and any content are subject to routine and ad-hoc monitoring by <NAME/S>. You must hand over your device upon request by any member of staff.

• You must ensure compliance with the E-Safety policy when using your iPad.

Personal Use

• Your iPad device is not permitted for personal use. It has been provided for work-related use only.

• Refer to the schools E-Safety policy for guidelines on utilising your iPad device to browse the internet outside of school.

• Do not grant access to anyone, unless expressly authorised to do so by the head teacher.

• Staff are prohibited from taking or storing personal photos/videos on school devices as these may be seen in school by students or other staff.

SIGNED: ________________________________

NAME: _______________________________

DATE: ________________________________
Introduction to GBM

GBM are passionate about supporting educators across the UK, to embed technology into teaching and learning. Our mission is to support schools, to help them prepare their students for the world of work, and give them the best possible chances in life, by ensuring they have a strong understanding of technology and developed skills.

As a highly accredited ICT provider, we support and integrate technology on behalf of our partner schools, providing beyond the box support at every turn.

We provide our services to thousands of consumers, charity, education, business, and public sector bodies across the UK. As an added value/service orientated company, we work closely with our customers and technical teams to ensure that we have strong in-house resources in place to provide a consistent, sector-leading services.

To further help and support our partner schools across the UK, above and beyond the provision of core services and supply, GBM have a network of Education Trainers, to provide outreach training and support for schools considering or adopting technology within the classroom.
Our Accreditations

GBM are a fully certified Apple partner, providing solutions to educational and creative business establishments across the UK since 1992.

GBM’s Apple accreditations include:

Apple Authorised Reseller
Authorised by Apple to sell Apple hardware in the UK. GBM can forecast stock requirements directly with Apple, so that stock is available throughout the year, regardless of product launches or UK constraints.

Apple Solution Expert
Certified by Apple to provide full wrap-around solutions based on the specific needs of the end user. As part of this accreditation, GBM houses a fully Apple Accredited Solutions design team of consultants, along with a team of certified technical installers. Furthermore, GBM can apply for marketing activities via Apple, which we frequently utilise to help provide exposure for our partners.

Apple Authorised Service Provider
GBM can provide unrivalled support for Apple hardware and related repairs. Our extensive in-house workshops support the largest insurance providers in the UK - completing over 100 repairs/swap-outs per day.

Apple Authorised Training Centre
GBM are authorised by Apple to provide certification training, ideal for individuals who support, administer, or manage Mac and iPad estates.

Our Accreditations Explained:
GBM are externally monitored and audited by Apple, to ensure that all aspects of our business operate effectively, in providing the highest levels of customer service and support. Each accreditation held with Apple represents a core component of GBM that we feel is essential for this proposal.