Westquarter Primary School & ELC Class



iPad Acceptable Use Policy September 2025

Westquarter Primary School

iPad Acceptable Use Policy for Pupils



Respectful and Responsible Use of iPads

Caring for Our iPads

We value our iPads as important learning tools. To keep them safe and working well:

- Always keep your iPad in its protective case.

- Close the cover when not in use to protect the screen.

- Carry your iPad securely, holding the device itself—not just the case.

- Keep iPads clean and free from drawings or marks.

- Handle with care: screens are made of glass and can break if dropped or if heavy items are placed on them.

- Keep iPads away from water (e.g. sinks, bottles, trays) and heat sources (e.g. radiators, pipes).

📎Linked to Article 28 & 29: Supporting safe access to quality education and learning tools.

Charging iPads

- Return iPads to the charging trolley after use.

- Switch the trolley on to charge iPads, and off at the end of the day.

connected Falkirk iPads

- Use the iPad number assigned to your group (P1–P5).

- Connect your iPad to the class charging point at the end of each day (P1–P5).

- P6 and P7 pupils who take iPads home should return them fully charged.

Safety and Security

- Know where your iPad is at all times.

- Return borrowed iPads to their correct location.

- Store all iPads safely overnight.

📎Linked to Article 16: Respecting children's right to privacy and protection of personal belongings.

Lost, Damaged or Stolen iPads

- Report any lost, damaged, or stolen iPads to Mrs Downie immediately.

- Falkirk Council can help track stolen devices.

Photographs and Videos

We encourage creativity and expression while respecting others:

- Take photos and videos for a clear purpose.

- Always ask permission before capturing others.

- Delete unwanted media to save space.

- Do not record staff or classmates without permission.

- Only share media (e.g. on Twitter) with staff approval.

- Use Airdrop only with teacher permission.

📎Linked to Article 13, 16 & 17: Expression, privacy, and access to safe information.



Sound, Music, Games and Apps

Sound:

- Keep volume at a respectful level if not using earphones.

Games:

- Only play games with teacher permission.

Apps:

- Use only approved apps installed by Falkirk Council.

- Do not delete or rearrange apps.

- Log out of apps when finished.

- Keep login details safe.

- Use kind and respectful language on platforms like Teams.

📎Linked to Article 29: Encouraging respect, responsibility, and personal development.



Settings and Software Updates

- Only change settings with staff permission.

- Complete software updates when prompted.

Using the Internet

- iPads connect automatically to Wi-Fi. If not, speak to Mrs Downie.

- Use search engines responsibly and only for learning tasks.

- Remember: internet history is traceable.

📎Linked to Article 17: Children have the right to access safe and appropriate information.

Inappropriate Use

To keep our learning environment safe and respectful, the following behaviours are not allowed:

- Using Airdrop without permission.

- Disrupting lessons with sound or music.

- Accessing games or internet without permission.

- Using offensive or inappropriate language.

- Searching for or storing inappropriate content.

- Recording or photographing without permission.

📎 Linked to Article 13 & 29: Freedom of expression must respect others' rights and promote responsibility.

Each situation will be considered individually, with care and fairness.

iPad Acceptable Use Policy for Pupils

- ☐ I have read and understand the iPad Acceptable Use Policy.
- ☐ I agree to follow the terms outlined in the iPad Acceptable Use Policy.

Name:_____

Class: _____

Date: _____

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