



Oasis Academy Coulsdon Horizon Policy

September 2023

Last Updated: September 2023

Localised Academy Version: 1.1

This policy should be read alongside the OAC Behaviour for learning policy, which includes more detail around Horizon and i-pad use.

Horizons

Every student will be provided with an i-Pad as part of the Horizons project. The project supports the vision of equal opportunities for all by ensuring equality of access to technology and the resources and knowledge that it facilitates.

Details of the Horizon agreement and expectations can be found in the Horizon Policy OAC.

The device remains the property of Oasis Community Learning at all times. All users must adhere to the rules around appropriate usage. Failure to do so may result in the device being confiscated or, in some cases, further consequences being imposed.

The device remains in the care of the authorised user until they are required to return it. The return of the device can be requested at any time.

In order to get a device, a student must sign a Home Use agreement. If they are unwilling to sign the device will not be issued to them. The agreement must also be signed by the parent/carer.

Students are allowed to configure and customise the device as if it were their own, on the understanding that the exterior surfaces of the device and case are maintained in the same condition as when issued to them.

The device will be given to students in a rugged case. The device must be kept in this case at all times.

Devices should never be left unattended – in the Academy or elsewhere.

The devices are insured against theft or accidental damage. However, parents/carers may be invoiced for the loss or intentional damage to any device.

Any damage to or loss of equipment (including the case and charger) must be reported to the Academy immediately. A spare will be issued if any device is faulty, accidentally damaged or stolen. Any lost devices will be placed in 'Lost & Stolen' mode which prevents it being used. It also allows the location of the device to be tracked – this information may be passed on to the police.

If a device is stolen outside of the Academy, parents/carers are required to obtain a valid crime number for the police in order to avoid being charged for a replacement.

Students must bring their device and charger into the Academy every day ensuring that it is fully charged. Failure to do so affects students' learning opportunities and is disruptive for teachers supervising classes. Any student bringing an uncharged device to school will be given a consequence of up to a 50-minute detention. However, opportunities to recharge devices will be provided for those occasions when a lesson activity drains the battery or for older devices.

Any student leaving their device at home will be given a same-day 50-minute detention. There are no spare devices so they will need to work on paper for the day and then copy up on the device at home that evening.

Parents/carers may also be called and asked to bring the device to the Academy.

The device remains the responsibility of the student at break and lunch. Extra care must be taken at these times to ensure that it is not damaged.

Restrictions to certain internet sites will be restricted in line with the behaviour and E-Safety policies of Oasis Community Learning.

IT Services will deploy security and web filtering software to the devices to ensure that internet access is conducted in a safe manner and users are protected from accessing inappropriate content. Filtering is in place whenever the device is used, whether it is in the Academy or in the user's home.

The Academy is alerted at any time inappropriate or dangerous activity is detected. Students must be aware of this understand that consequences may be imposed if warranted. However, the Academy still requires parents and carers to supervise the safe usage of their child's device. We cannot be held responsible for any activity users partake in on the device whilst at home.

We suggest that parents ask their child to keep the device downstairs at bedtime – an ideal opportunity too for the device to be charged overnight.

The device will connect automatically to the Academy's Wi-Fi. Students are free to use their own WiFi when at home. They are free to use the device at home as if it were their own, subject to the rules around appropriate usage. They can therefore use the device to follow personal interests outside of the Academy.

Social media access forms part of a young person's digital persona. Therefore, our students will have access to social media services on the device, subject to parental control. We ask parents to consider social media age limits and monitor their child's use if they allow them to access such sites.

Printing will not be available from the device.

The device is a tool for learning. Therefore, access to it will never be used by the Academy as a consequence for poor behaviour unless the incident directly relates to the misuse of the device itself, another student's device or if the incident was perpetrated through the use of the device.

The device is protected by a six-digit pin number. The pin should only be known by the user and never shared with others. This pin can be remotely re-set by Oasis IT Services if forgotten by the user. When not using the device, students should ensure the case is closed to activate the passcode.

Users may also choose to make use of the biometric fingerprint reader used to unlock the device.

This is optional and the digital representation of the fingerprint is not available to Oasis or IT Services. It is stored only on the device and will be deleted when the device is returned after use.

Any student using the device inappropriately or failing to look after it adequately may have it taken away from them or only be able to use it whilst under staff supervision. The Academy reserves the right to prevent devices being taken home each evening if there are concerns that it is being misused whilst at home.

In certain circumstances the Academy will also surrender a device to the police in order to assist in the detection or prevention of crime.

All staff, students and parents/carers will be encouraged to download the Safer Schools App – a resource providing up to date advice and support on safe digital use.

PSHE sessions and assemblies will also cover on-line safety at regular times.

Should an authorised user fail to return a device when requested e.g. when leaving the Academy, Oasis will follow up and may take legal proceedings to recover the costs of replacement.

Users are not permitted to take the device outside of the UK without written permission from the Principal.

The device must be used in the classroom as directed by the teacher – students must listen to instructions and do exactly as requested, including placing the device down and closed when required. Students must not use the device when the teacher gives the instruction, “devices down”.

The device must only be used in class to complete the tasks outlined by staff. Students must not complete work for other subjects or homework in a lesson unless authorised by their teacher. They must never access personal interest sites in a lesson, unless required to do so by the teacher.

Horizons – Golden Rules

1. Bring device and charger to the Academy every day.
-Device left at home = 50 minute detention
2. 2. Ensure it is charged overnight every day.
-Uncharged device = demerit
3. Keep it safely stored in its case; transport it carefully in a school bag.
4. You are responsible for it – look after it and keep it safe. Report any loss or damage immediately.
5. Remember everything you do on it is tracked – only access appropriate material. They will be consequences if you choose to use it improperly.
6. Ensure you set the 6-digit password (and biometric fingerprint if you wish). Never leave the i-Pad unattended without closing the case.
7. Follow all teacher instructions on using the i-Pad in class. The words “devices down” indicates that it must be placed on the desk and left alone for that part of the lesson.
8. You must upload the Safer Schools App – this will give you important and regular safeguarding updates.
9. The iPad remains the property of Oasis. It must be returned whenever requested.