# NEW PUPIL ADDITIONAL INFORMATION POLICY

Executive Summary:

This policy includes helpful information for new pupils / families joining the College.

## Music Tuition and Conditions

### Instrumental Lessons for new boys and girls

Individual lessons for singing and for most instruments can be provided at the College. Tuition fees are charged on a termly basis. At present, the charge is £320 per term; for a second instrument, the cost is £300 a term. Fees are reviewed each year in June for the next academic year.

Over the academic year, 30 lessons should normally be provided. For lessons missed without good reason, the College reserves the right not to refund any tuition fees or provide additionally lessons in lieu. Pupils with public exams are still expected to attend lessons unless notice has been given. Sixth Form pupils have fixed lesson times in study periods or other non-academic time. Pupils in Year 9 to 11 will have lessons that rotate throughout the school day on a weekly basis.

### Insurance of Musical Instruments

Personal possessions are not automatically covered by the school. We therefore recommend that you discuss the insurance of the instrument with your insurance company who will be able to advise you how to do this, either within your existing policies or as a separate item. Alternatively you can opt into separate insurance cover for a pupil's personal effects by contacting the Bursary.

### Termination of Music Lessons

A full term's written notice must be given by parents wishing to discontinue lessons for their child, otherwise the College reserves the right to charge the cost of lessons for a full term in lieu of such notice. However for parents not wishing to continue lessons in September at the start of the next academic year, notice given by the end of the first half of the Summer Term is sufficient.

### Notification of Music Lessons

All new pupils will be advised by email of the name of their music teacher and the date and time of their first music lesson. Unless notice has been given, all current pupils are assumed to be continuing lessons. Music lesson timetables are displayed on a weekly basis in two separate locations; in the Birley Centre as well as in the Houses. Timetables are also accessible online. New pupils and parents will receive the relevant log-in information at the start of term.  It is also the responsibility of pupils to check their e-mail and Teams messages on a regular basis as music teachers and the music secretary will communicate changes via this method.

### Music Scholars

A term's notice must still be given for the termination of music lessons in the case of Music Scholars but not without prior consultation with the Director of Music. Music Scholars will receive a report from the Director of Music every half term. The performance of all award holders is monitored and reviewed annually in line with school policy.

For any general enquiries please contact the Music Department on
schu@eastbourne-college.co.uk  or the Director of Music Mr Jordan on dkjordan@eastbourne-college.co.uk

## iPad Policies and Procedures

### Rationale

At Eastbourne College, we believe in promoting independent learners who will be able to work, learn and interact in a flexible environment and who will be engaged, eager to learn, inquiry driven and critical researchers and thinkers. In short, we want to use the very best technology to support the very best teaching and learning.

The focus of the iPad programme at the School is to provide tools and resources that will enable anytime, anywhere learning. It is a natural step consistent with our educational aims, the 21st century context and the development of our digital strategy; it presents a wonderful opportunity to enhance our pupils' education. We believe such technology must serve pedagogy and at the same time believe it will also transform some of the ways we teach and pupils interact and learn.

Our aim is to prepare all our students to be independent, self-driven, digitally literate, critically aware learners. We believe in enhancing pupils' creativity and imagination, their communication and investigative skills, and their ability to work both individually and collaboratively. We wish them to appreciate the connectedness of their learning and of the world in which they are growing up. These qualities and skills are those sought by universities and employers and seen as critical for success in our rapidly changing world. Over time, technology, including the iPad (and the applications we use) will help us to achieve these aims. It will help us and our pupils to extend the learning zone beyond the classroom, the textbook and the timetable and will help pupils maximise their chances of realising their potential.

### Acceptable Use

The provision of an individual digital device will bring real freedoms and opportunities for our students. However, such freedom and opportunity bring their own dangers. Our presumption is to be permissive and give our pupils real responsibility to police themselves and act with maturity. We have high expectations of our pupils and generally they rise to those expectations.

However, it is important that we set out some guidelines and restrictions to help our pupils develop that responsibility and maturity of judgement. The use of the iPad and the access it provides, therefore, will be governed (as with other aspects of the pupils' use of digital equipment, the school network and the internet) by the School's E-Safety Policies and the Acceptable Use Policy Agreement for Students (ICT Acceptable Use Policy – Pupils). iPad specific guidance will be given in the rest of this document. In particular, there is advice for pupils and parents on 'managing online lives' and the temptations to distraction.

### Taking care of your iPad

These procedures must be followed in order to ensure proper care of the iPad. The pupil is responsible for the general care of the iPad and its security. If an iPad is damaged or fails to work properly the pupil must notify the IT Helpdesk for an evaluation of the equipment within 48 hours of the event. A loan iPad may be issued if the iPad has to be left for repair; there is a limited stock of these and so one may not be available.

### General Care and Security

- Only use a clean, soft cloth to clean the screen. Do not use liquid cleaners of any kind;

- Leads must be inserted into and removed from the iPad carefully to prevent damage;

- iPads must remain free of any writing, drawing and stickers. The case is there to protect the iPad from casual damage;

- iPads must never be left in an unsupervised area, unlocked car or public place. If left in a car it should be securely locked in the boot. At home, too, all reasonable care must be taken to ensure the iPad is kept safely;

- When travelling to and from school by foot or on public transport the iPad must be in its case and kept securely in a school bag. It should not be used when walking in the street;

- The case provided with the iPad when closed gives sufficient protection against normal treatment and for carrying around the school or at home. Never remove the iPad from the protective case for any reason (including substituting it for another nonstandard case). Attempting to remove the iPad from its case can lead to damage of both the case and the iPad. Use of the case is a requirement of the device's insurance. Damage to the device while not in its case will not be covered by our insurance and any cost incurred will need to be covered by the parent.

- Do not leave your iPad in a place that is experiencing extreme hot or cold conditions. Extreme heat or cold can damage the iPad / iPad screen.

### Screen Care

The iPad screen is the most vulnerable element of the iPad and can be easily damaged if subjected to rough treatment especially if excessive pressure is put on the screen. So:

- Do not lean on the top of the iPad when it is closed.

- Do not place the iPad where surrounding items may put pressure on the screen.

- Do not place items on top of the iPad.

- Always clean with a soft, dry cloth or antistatic cloth (such as for cleaning spectacles). Do not use liquid cleaners and do not use near water or other drinks that may spill on it.

- Always keep the iPad in its case and avoid bumping the iPad against walls, lockers, car doors etc.

- Always hold or keep in a bag when carrying the iPad as it can easily slip off a pile of papers or books.

### Use of the iPad at School and at Home

Pupils are responsible for maintaining their iPads and keeping them in good working order. The expectations below are to help us ensure effective support for learning, minimise security risks and minimise possibilities of breakages and loss. Pupils are required to follow these guidelines.

### General Guidelines

iPads are intended for use at school and / or at home each day. In addition to teacher expectations for iPad use, school emails, school messages, announcements, calendars, files, the School's intranet, school online resources etc. may be accessed from the iPad. iPads should be brought to all lessons unless specifically instructed not to by a teacher.

- iPads must be brought to school every day as it is a key resource for learning: notepad, research tool, media player, collaborative tool etc. If pupils leave their iPad at home, they are responsible for getting the course work completed as if they had had the iPad with them.

- iPads must be taken home each night. It should not be left in your locker.

- iPads should be fully charged at the beginning of each school day so they should be charged every night. Leaving an iPad plugged in to charge overnight will also facilitate automatic backup over Wi-Fi. There may not be charging facilities at school. No chargers or charger leads should be brought to school for day pupils.

- If not being used the iPad must be secured and must not have other items placed on top of it. IPads must not be taken to Games – they must be secured. iPads must not be left unsupervised at break or lunchtime.

- iPads that malfunction or are damaged must be reported to the IT Helpdesk.

- There will be insurance cover for malfunctions or damage if school policy and guidance regarding care and security have been followed; if not the costs of repair or replacement will not be covered. iPads that have been intentionally damaged or malfunction because of pupil misuse or neglect will be repaired / replaced with the cost being borne by the pupil / parent.

- If an iPad is stolen, the pupil must report this immediately to their Hsm. The theft will need to be reported to the police for insurance purposes.

- iPads issued to pupils remain the property of Eastbourne College until notice is provided that they have been released from the College

### Settings, Applications, etc.

The iPad is a personal device loaned to pupils to support their learning and education and pupils will have considerable freedom to 'make the device their own'. However, pupils are responsible for ensuring that the following guidelines on appropriate use are followed:

- Settings: The pupil will be taken through the settings on the iPad that must not be changed; it is a condition of the issue of the iPad that pupils do not change these basic settings. (The pupil's school email account must be kept, but pupils may add their personal email account.)

- Wallpapers: The Lock Screen image should contain the IT Helpdesk telephone number and the unique number assigned when the device is issued. Pupils may set their own Home Screen, with the proviso that inappropriate media may not be used as a Home Screen or background photo. Such inappropriate media would include guns and weapons, alcohol, tobacco or drugs, pornographic or risqué images, inappropriate language, and so on.

- Sound, music, or programmes: In school generally and in lessons sound must be muted at all times unless permission is obtained from the teacher; pupils may, on instruction or outside lesson time, use their ear phones (not provided

- Music is allowed on the iPad and can be used (via ear phones) around the school and in lessons at the discretion of the teacher and as long as use is consistent with the AUP;

- Pupils may be required to install apps by the teacher; any app that is installed at the request of the school must not be deleted except when required by the school / teacher.

- Printing: there will be no printing facility for the iPad at school. This is because all files, information can be accessed via the iPad or sent electronically to a teacher if required. If a printout is required this needs to be done via a school computer or at home.

- The Eastbourne College Mobile Device Management profile and self-service app must remain installed at all times. Removal will lead to missed essential app updates and loss of important services such as iCloud backup and Find My iPad.

Managing Files and Saving Work

Pupils are responsible for ensuring that their work and their files are properly saved and secure. In general, completed work should not be saved on the iPad. Pupils will be trained on the relevant procedures and protocols for saving their work safely and securely.

- Saving on the iPad: the iPad has limited memory and must not be used as the permanent repository for work / files - files will not be backed up here and maybe lost with updates to applications, settings and the operating system. All work and files need to be saved elsewhere.

- All work / files, therefore, need to be saved to the pupil's area on the school network eg OneDrive or be emailed to the pupil's school account for later saving. All school work must be saved as soon as possible to the pupil's school area where it will be effectively secure and recoverable. It is a pupil's responsibility to ensure work is saved to their school account and the school cannot take responsibility for work saved elsewhere. Pupils must be aware that excuses for not handing in work /emailing work to a teacher based on 'I forgot to save it' or 'I saved it on Dropbox but it is no longer there' will not be acceptable.

- Pupils are required to be enrolled in the jamf device management system. It is expressly forbidden to un-enrol or attempt to un-enrol at any point.

- The software / applications originally installed or required to be installed by Eastbourne College must remain on the iPad in a useable condition and be easily accessible at all times.

- Pupils may install other applications on their iPads unless the application renders the device, academic data, or school prescribed applications unusable.

- Pupils' iPads will be subject to random inspection as a means to monitor iPad use.

### Software / Applications / iPads at Home / Outside School

Pupils are expected to make use of their iPads at home. They can be used offline or online. The latter assumes, of course, that the pupils are allowed to set up connections to home broadband networks.

Whilst the School can monitor and police use of the internet at school via the School's network, it cannot take responsibility for this outside school. However, pupils should note they are bound by school policy when using a school device and are expected to follow the school's advice and Acceptable Use Policy when connecting to the internet.

### E-Safety (iPad)

The use of a school issued iPad is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with the safe, efficient, ethical and lawful use of digital resources the iPad and the applications and access it allows and as such, pupils will take effective care to minimise the risks of damage, loss or theft of the iPad and should be read in conjunction with the School's E-Safety Policies.

### Parent(s) Responsibilities

Parents are advised to talk to their children about the values and standards that they should follow on the use of the internet and the use of the iPad. Please read and take cognizance of the advice on 'managing online lives'.

Parents are advised to talk to their children about the expectations and care required to ensure the safe use and security of the iPad. This is a useful website to start with:
https://www.commonsensemedia.org/

The School would encourage parents to allow their children access to the internet from the iPad via their home wireless network (subject to any parental controls in place) so that their children have the opportunity to take advantage of the educational and learning opportunities access can provide. Parents can contact their Internet Provider for help on how to restrict access to the internet via their router.

### School Responsibilities

In accordance with the School's E-Safety Policies, the School will provide:

- Access to the internet via its network that is managed via the school's filtering system, blocking as appropriate. However, wide access will be available to enable, for example, pupils to take advantage of the educational value of provision via YouTube / Vimeo etc. We expect our pupils to behave responsibly and in line with school policy and will monitor usage to ensure this is so.

- Access to email and access to the school's intranet.

- Data storage using OneDrive, which should be used for storing all School related personal data, and is available on other devices such as desktop computers, laptops and Android and iPhones. The School reserves the right to monitor, review and restrict information stored or transmitted via the school's network, iPads, computers, etc. and to investigate inappropriate use of resources.

- Staff guidance to aid pupils in doing research, making use of applications, storing information and other aspects of digital technology and to make them fully aware of, and be able to comply with, the ICT Acceptable Use Policy – Pupils.

### Pupil Responsibilities

The iPad and its proper use will be the pupil's responsibility.

- Pupils will use the iPad in a responsible and ethical way

- Pupils will respect the School's Behaviour Policy in using their iPad

- Pupils will follow the School's ICT Acceptable Use Policy – Pupils when using the iPad and applications thereon (they should take note in particular of all prohibited activities)

- Pupils will report to their form tutor and the IT Helpdesk any damage or technical or security issues regarding their iPad

- Pupils will not lend out or allow others to use their iPad or access any data / settings on it

- Pupils must save their work / information appropriately then turn off and secure their iPad after they have finished working with it to protect both it and their work / information.

Insurance: What is covered?
- Accidental damage: If the equipment suffers accidental damage you are indemnified against repair or replacement costs up to the single limit claim

- Theft: If the iPad is stolen during the period of insurance we will replace the iPad. You are indemnified against replacement costs up to the single limit claim. The theft must be reported to the police and a crime reference number obtained.

- Worldwide Use: The geographical limits of cover include worldwide for a period of up to 90 days

- A maximum of two successful claims in any 12 month period, or three successful claims over the life of the device

### Insurance: What is NOT covered?
- The iPad cover and leads

- Exclusions to Accidental Damage: The insurer is not liable in respect of damage to an iPad that is not suitably stored or packed whilst in transit or being carried. The equipment must be in its protective cover; Damage occurring to the iPad as a consequence of being left on any motor vehicle; damage to the iPad through the deliberate or wilful act of any authorized user; damage caused to the iPad by its use for anything other than its intended purpose

- Exclusion to Theft cover: Theft of the iPad whilst kept in an unattended motor vehicle unless the iPad was locked in the boot of a saloon car, concealed under the rear parcel shelf of a locked hatchback car, or concealed in the spare wheel or other closed compartment of a locked estate car; and the vehicle was forcibly entered and proof of such forcible entry is provided on making a claim.

*Any uninsured losses will be billed to parents.*

### Managing Online Lives Advice

One of the major concerns for teachers, pupils and parents with regard to smart mobile devices is the blurred line between work and play (the seductive temptations of social media, games and

'interest' media). The contextual reality is, of course, that smart mobile devices like the iPad enable 24/7 connectivity to the online and on device world. (These are yet another manifestation of technology, building upon the ubiquitous use of PC terminals, laptops, netbooks, mobile phones and smartphones.)

Below are some ideas of active advice and measures for pupils and parents to consider in helping pupils manage their online lives and in particular dealing with the issue of distraction. Much of it is teaching grandmothers to suck eggs perhaps but it probably bears stating the obvious sometimes

### For Pupils

### Classroom

- Remember the iPad is a tool to support your learning – you have an obligation to ensure that remains its primary function.

- Do not get out the iPad until / unless instructed by the teacher;

- Keep flat on desk and closed until instructed otherwise by teacher;

- Follow your teacher's instructions

- If you are unsure, ask

### Out of Class / At Home

Some technical tips to help you organise your time and use effectively:

- In Settings, when you need to focus on homework or a specific learning task, switch on Do Not Disturb (You can schedule this with a From / To time frame) which will silence all alerts.

- As above. In Settings, go to Notifications you should switch off alerts / banners for all apps –including email, iMessage etc.

- In Settings switch to 'airplane mode' when you want to work offline or do not require the internet.

- Another useful option is to turn off 'View in Lock Screen' so the alerts will not display or make a noise when the screen is locked.

- If you do not need your iPad when doing school work, switch it off.

- Use 'Restrictions' on the iPad, accessed via the Settings menu – Settings / General / Restrictions to block Safari, FaceTime, iTunes.

- Upon enabling restrictions you are prompted to enter a 4 digit passcode, which you will need to re-enter to disable and remove the restrictions or change the settings later.
  All the above may help, and all require the exercise of will and self-discipline to be employed (as any smartphone / mobile device). As do the following:
  Either do the following on your own initiative or discuss with your parents and, for example, agree:

- That you will give your iPad to your parent or Hsm whilst you are doing your homework if it is not needed and you are finding it a distraction;

- To allocate times for homework / study and leisure time use of iPad;

- To allocate time for 'tech play' after homework / study is completed (ie use it as a reward for completing work rather than a distraction from it)

- To allocate time that is 'no media' – to read a book, talk with parents / siblings, pursue a hobby, exercise etc.

- To leave the iPad / smartphone downstairs to recharge overnight when you go to bed – next to your school bag – so you don't forget it next morning;

- Share what you are doing on your iPad with your family, eg show them a presentation you have done, an iMovie you have made.

- Act as role model for your children in your own use of 'smart' mobile devices – switching them off, not using them during mealtimes or while talking with children etc. Online resources like www.commonsensemedia.org can help you find out more.

- Discuss openly smartphone / iPad / computer use (both yours and theirs) with your children and agree some –self limits along the lines above. Get them to show you how to turn off banners and alerts etc. Acknowledge the problem of distraction.

- Get children to show you how they can control their iPad use through the settings. Encourage them to use this and perhaps do so yourself.

- Agree a time that you will unplug the broadband router (will stop the IPad access to email, iMessage, FaceTime, internet etc. whilst not preventing 'offline' use).

- Use the potential of your broadband internet settings (parental controls) to 'control' the devices used within the home. Most home internet routers, including BT Home Hub, SKY Wireless Router and Virgin Superhub have an Access Control Centre, where you can set individual schedules for devices based on their hardware / mac address, allowing access or blocking at different times of the day that you choose. This can be used for iPads or any mobile device as well as computers and game consoles. The Hardware address of an iPad can be found in Settings > General > About > WiFi Address. Check the user manual or search online for instructions on how to set this up on your home router.

- The draconian measures may be appropriate but may often cause friction and resentment amongst adolescents – remove the phone / iPad / laptop / remove connecting lead to computer etc.
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## Publicity Consent and Permissions

During the academic year, pupils at Eastbourne College are sometimes photographed or filmed. Photography and filming is an important part of Eastbourne College life and is increasingly becoming an integral component of recording the curricular and co-curricular experiences of the pupils. It Is also a way of celebrating achievements and gaining positive publicity. Good images are essential for key messaging and they enhance the reputation of the College. The taking, processing, and publication of images are subject to and work in conjunction with strict guidelines covered by a suite of College policies that are available on the parent portal and upon request (key policies are also available on the College's website), including the:

- Photography Policy
- E-Safety Policy Suite - Mobile Phone and Mobile Devices Policy
- Terms and Conditions
- Data Protection Policy
- E-Safety Policy Suite - Emerging Technologies (including Social Media) Policy
- E-Safety Policy Suite - ICT Acceptable Use Policy (pupils)
- E-Safety Policy Suite - ICT Acceptable Use Policy (staff)
- Safeguarding and Child Protection Policy
- Anti-bullying Policy
- Anti-bribery Policy
- Code of Behaviour Policy
    - Rewards and Discipline Policy
    - College Rules
- E-Safety Policy Suite - Cyber Bullying Policy
- E-Safety Policy Suite - Information Systems Safeguarding Policy
- E-Safety Policy Suite - Sexting Policy
- Staff Code of Conduct – Behaviour Policy
- Access to school premises by visitors and others outside of school policy

In the UK, children who are 13 years of age or more own their data as per the United Kingdom General Data Protection Regulation (UK-GDPR). It is vital for schools to seek and receive explicit consent from parents and / or pupils regarding the taking, processing and publication of images. This reflects best practice and enhances transparency between parent, pupil and school when dealing with dynamic contemporary issues such as online safety. To remain current, to ensure the safeguarding of your child(ren) and to keep pace with changes in government legislation, we have an OPT-IN/OPT- OUT system.

In accordance with our current Terms and Conditions, our own strict policies pertaining to (but not limited to) data protection, safeguarding and child protection, staff / pupil acceptable use of ICT, and legal frameworks such as the Data Protection Act 1998, the Telecommunication (Data Protection & Privacy) Regulations 1999 and the UK-GDPR, Eastbourne College will continue to take and use images safely and responsibility guided by the following principles:

Images will be:

- Fairly and lawfully processed
- Processed for limited, stated purposes
- Used in a way that is relevant, appropriate and not excessive
- Accurate and up-to-date
- Kept on file no longer than necessary
- Kept securely
- Adequately protected if transferred

By adhering to these principles, Eastbourne College continues to use images (including digital) and film considerately for the following reasons:

- Internal Media – publications and material that is intended to remain on-site at Eastbourne College and for safeguarding through the College's CCTV systems

- External Media – College publications like the *Eastbournian*, newsletters, prospectuses, brochures, advertisements, websites (College and selected third party), promotional videos, approved press articles, selected and carefully controlled social media platforms, for the purposes of marketing Eastbourne College to prospective parents and other organisations that might benefit from our charitable status.

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| Policy drawn up by: | EDC |
| Date of next policy review: | March 2022 |
| Date for publication of revised policy: | March 2023 |