



## Sharikatul Hussain Saturday Workshop Academic Year 2022/2023

### Tablet (iPad) Policy

**ALL TABLETS WILL REMAIN PROPERTY OF SHARIKATUL HUSSAIN SATURDAY WORKSHOP AND ADHERANCE TO THIS POLICY IS STRICTLY REQUIRED.**

#### Data Protection and Security

- All devices are enrolled into the workshops 'Mobile Device Management' (MDM) system. At no point should anyone attempt to remove the device from this system.
- All devices are centrally managed by the workshops nominated specialists. Do not attempt to manage the device yourself via iTunes or any other management software.
- The workshop has locked out all irrelevant features and applications that are not required for delivering the content and curriculum set out by the workshop.
- The passwords for your iPad devices are pre-set by the workshop; these could change at any audit/review points.
- Not all content is fully backed up, please do not attempt to jailbreak your device, or otherwise hack, or tamper with it in anyway.
- For compliance reasons, your devices could be called for an audit at point.

#### User Responsibility

- Your iPad device must be in its 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 or any other public spaces.
- Keep your iPad safe and secure at all times. You should know where your iPad is at all times.
- Ensure your battery is fully charged, and ready for use at the workshop at all times. Avoid allowing your battery to fully drain before charging it, i.e. charge your tablet at all possible opportunities.

#### Personal Use

- Your iPad device is not permitted for any other personal use other than workshop approved use only.
- Do not grant access to anyone other than your parent/guardian, unless expressly authorised to do so by the workshop management staff.
- If your attendance to the workshop is deemed as poor warranting inadequate use of the device, the workshop may request the device to be returned at any point (please refer to the attendance policy).



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### Lost, Damaged, or Stolen Devices

- If your device becomes lost or stolen, please report it to the workshop as a matter of urgency by emailing to: [sharikatul@gmail.com](mailto:sharikatul@gmail.com)
- If your device has become damaged, report it to the workshop by emailing [sharikatul@gmail.com](mailto:sharikatul@gmail.com)
- You must not solicit any individual or company to repair workshop owned devices on your behalf. Please report any faults to [sharikatul@gmail.com](mailto:sharikatul@gmail.com) the workshop will then arrange for the works to be carried out by our own approved suppliers.
- The iPads are covered by our enhanced insurance policy during workshop use on-site. If any fault, loss or damage is caused to the devices from misuse or an accident, the parent/guardian will need to enter a consultation with the workshop management to discuss accountability for the damage/loss.

### Safeguarding and E-Safety

- All device usage is subject to the rules and guidelines of the workshops safeguarding policy. Anyone in breach of this policy may be subject, but not limited, to disciplinary action, confiscation or removal of content.
- 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, please return it immediately to the workshop staffroom.
- As with all other workshop equipment, outlined within our media and Safeguarding policies, you are strictly forbidden from using your device to create, store, access, view, download, distribute, send, upload inappropriate content or materials.
- Although your devices are already restricted, you are forbidden from utilising your iPad to partake in illegal activities of any kind.
- Your iPad and any content are subject to routine and ad-hoc monitoring by the workshop. You must hand over your device upon request by any member of staff.
- Students may NOT loan another students device

### Disciplinary Actions

- Any tampering of the device, including removal of the MDM system, protective case and damage, battery charge is constantly below 60% will result in the device being confiscated by workshop management immediately.
- Following on from this, an inspection of the tampering will take place.
- A minimum charge of £50.00 will be requested from the parent/guardian before return of the device.
- If further tampering/damage occurs, workshop management will confiscate the device permanently.