

STUDENT IPAD ACCEPTABLE USAGE POLICY

Applicable to students

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1. INTRODUCTION

- 1.1 The policy, procedure and information contained in this document apply to all iPads issued by UCS Group as loan devices to students on relevant courses, for the duration of said course.

2. ASSIGNMENT

- 2.1 iPads are distributed to students on the relevant courses where an iPad is used as part of the Group's one device strategy for use in both classroom led sessions on campus, lessons off campus via Teams or other blended learning methodologies and to complete assignments/homework.
- 2.2 Students, or their parents or guardians, must sign the iPad Agreement Form before an iPad will be issued. The iPads are controlled and managed by the JAMF Mobile Device Management (MDM) system.
- 2.3 Students are issued an iPad, a protective case, a charging block, and a synching cord at the start of their course. Students are responsible for all the equipment and accessories loaned to them, including the original box. Students must return the iPad and all accessories when they withdraw or are withdrawn or at the end of their course period.
- 2.4 Failure to return the device, the device being lost, stolen or damaged will result in the student being charged for the device in question, and all missing or damaged accessories.
- 2.5 Students on a course that is greater than one academic year may continue to loan the device during the summer break for study purpose, unless otherwise notified to return the device.
- 2.6 On return of the iPad device, students may be liable for any damage to the iPad or its accessories if they are not returned in a satisfactory condition. The cost of repair of said equipment will not exceed the replacement cost of the iPad and/or its accessories.

3. PROTECTION

- 3.1 Students are responsible for the general care of the assigned iPad. Devices that are broken, fail to work correctly, lost or stolen must be reported immediately to IT Services.
- 3.2 Students will ensure:
- The iPad will always remain in its protective case.
 - No objects will be placed on the iPad, even with the case closed, to avoid unnecessary pressure being applied to the screen or electronic components
 - The iPad is a sensitive electronic device, its storage and transport should be undertaken with the care needed to maintain the operational integrity of the device. Food, drinks, and liquids will be kept away from the iPad at all times.

- 3.3 Cases provided by the Group will offer sufficient protection for normal usage and provide suitable means to transport the device. However, students will agree to provide the best supplementary protection for the device to avoid accidental damage.
- 3.4 Screens can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure. Screens will only be cleaned with a soft, dry cloth or anti-static cloth. No liquid or chemical cleaners should be used to clean the iPad.
- 3.5 Students will be held responsible for maintaining their assigned iPad in good working order:
- The iPad and case provided will remain free from any drawing, stickers, labels, excluding the Group's asset label.
 - The Group's asset label will not be removed by the student or anyone else.
 - The iPad will not be exposed to extreme temperatures, direct sunlight, or ultraviolet light.
 - Cables will be carefully inserted and removed from the iPad to avoid damage to the device or cables.

4. REPAIRS

- 4.1 Students are financially responsible for the repair and/or replacement cost of the iPad due to damage, theft, or loss.
- 4.2 Malfunctioning or damaged iPads must be reported to IT Services immediately. IT Services are responsible for arranging iPad repairs.
- 4.3 iPads damaged by misuse, neglect or other accidental damage will be repaired with costs being charged to the student.
- 4.4 Students may obtain an insurance policy that covers the theft and accidental damage. Such policies are available from a number of companies and cover many types of damage including drops, cracked screens, theft, and vandalism.
- 4.5 Students are not authorised to repair and/or replace Group owned iPads or their accessories.

5. LOSS & THEFT

- 5.1 Lost or stolen iPads must be reported immediately to IT Services and the student's course leader. The student will assist IT Services in reporting the theft to the relevant authorities.
- 5.2 The student will support IT Services to complete a report for any lost or stolen device ensuring adherence to UCS Group Data Protection Policy.

6. GENERAL USAGE

- 6.1 iPads are expected to be used at Group by the student for each taught session. In addition to classroom use, Group messages, announcements, calendars and schedules are accessed using the iPad.

- 6.2 The student will be responsible for bringing the iPad to all classes, unless specifically instructed not to do so by the relevant academic member of staff. The student is responsible for ensuring the device is fully charged ready for usage.
- 6.3 If a student forgets their iPad or brings the iPad uncharged, the student is responsible for completing the course work as if they had the iPad. The Group will not loan extra chargers to students.

7. MEDIA, SCREENSAVERS AND BACKGROUND IMAGES

- 7.1 Inappropriate media may not be used as a screensaver or background image or stored on the iPad. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, political views or other content that could cause negative impact to the reputation of the Group will result in disciplinary actions.
- 7.2 Sound must be muted at all times unless permission is obtained from the tutor for instructional purposes during lesson times.
- 7.3 Applications that are not available to be downloaded or installed may be requested by students, however this will only be agreed depending on the nature of the request and installed via the JAMF mobile device management platform. Permission should be sought by the class tutor prior to a request being made into IT Services.
- 7.3 Students are allowed to connect to public wireless networks on their iPads but are expected to do so safely and securely.
- 7.6 JAMF requires that iPads are always secured with a passcode. Students agree to not share their passcode with other students. Students are expected to provide the iPad passcode to IT Services or other Group staff when asked.
- 7.7 Students are permitted from presenting, duplicating, or uploading their screens to any desk or wall-based screen / monitor unless directed by a class tutor.

8. FILE MANAGEMENT

- 8.1 Students are responsible for managing the data on their iPad and ensuring that it is backed up safely, securely, and frequently within your student-based Microsoft 365 environment.
- 8.2 Any files, photos or data created on the iPad should be stored in the OneDrive for Business application.
- 8.3 It is the student's responsibility to ensure that coursework is not lost due to mechanical failure or accidental deletion, and that relevant coursework is stored within OneDrive. There are training videos in place on how to achieve this.

9. APPS AND SETTINGS

- 9.1 The Group provides access to applications that have been deemed to be essential for classroom activities, off campus taught sessions and to complete coursework. These applications are deployed via the Group's JAMF system and are distributed via the

Group linked Apple IDs. From time to time the Group may add additional Applications to the devices for use on courses. These Applications should not be removed.

- 9.2 The Group will run frequent reports via the JAMF system to ensure the device is fully managed and compliant with any security settings applied. Any attempt to remove, or restrict access to the JAMF system, to bypass security settings or any infringement of the IT Acceptable Usage Policy will result in the iPad being requested to be returned to IT Services.
- 9.3 Find My iPhone is configured centrally by the MDM system and should not be removed.
- 9.4 Logins to the iPad are via the student email address and Group network password.
- 9.5 All applications and data could be erased if the iPad requires a repair or troubleshooting activities, or where the device must be reset to factory settings. The Group accepts no responsibility for loss of data in the event this is a required action.
- 9.6 If technical issues occur, the iPad may be restored to factory settings or receive a new installation of the operating system via the MDM system. The Group does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image where documents have not been stored in OneDrive.
- 9.7 New versions of the iOS operating system and Applications are made available via the MDM system and may be installed without notice to address security concerns.

10. ACCEPTABLE USE

- 10.1 Use of the iPad is governed by the Group's IT Acceptable Usage Policy, and the policies and procedures contained within this document and the iPad Agreement Form.
- 10.2 Users should not have an expectation of privacy or confidentiality in the context of electronic communications or other files sent, received, and/or stored on either the iPad, within the students email account or the students OneDrive file store. The Group reserves the right to examine all data sent, received, and/or stored within the Group's network environment, including Office 365 and/or stored on the iPad itself. All communications, including text, images or other media may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
- 10.3 The iPad cannot be used to host or access hacking software. It is prohibited and violations will be subject to the Group's Code of Conduct. Violation of any legal laws may result in criminal prosecution and will result in disciplinary actions as per the Group's disciplinary procedures.
- 10.4 The Group may request the device be inspected without notice. The student will agree to provide the iPad passcode immediately in the event an inspection is requested.
- 10.5 The Group utilises Applications to filter web content and monitor Internet activity on the iPad. Likewise, all activities within the Office 365 ecosystem, including email, Teams messages and files stored in OneDrive are monitored. Any breach of the IT Acceptable Usage, or event that may trigger a Safeguarding concern, will be logged and reported by the Group in the appropriate manner.

11. PROTECTION AND STORAGE

- 11.1 Only the Group is allowed to place identifying marks on iPads and cases. Students are not allowed to alter the appearance of the iPad or case in any manner. This includes the removal of Group asset tags.
- 11.2 iPads should be stored safely and securely when not in use. Nothing should be placed on top of the iPad. Students are encouraged to take their iPad home at the end of any campus activities, and always keep the iPad with them when on the Group's grounds. iPads should not be stored in any vehicle other than for transportation to and from the Group.
- 11.3 Under no circumstances should the iPad be left in unsupervised areas. If an iPad is found it will be taken to the local campuses IT Helpdesk.

12. POLICY REVIEW

- 12.1 A review of this policy will be undertaken by the Group Director of Digital Transformation & IT annually or more frequently as required and will be approved by the Senior Management Team.