

ipad user guidelines

I'm please to be introducing this ipad trial and hope the ipads will enhance the service you are able to provide to patients. ipads are to be used as a distraction and preparation tool or for entertainment and internet access with patients.

Each member of staff taking part in the trial will be provided with

- 1 ipad
- 1power/sync lead
- 1 security harness + padlock
- A folder containing information of use, Parent internet agreement forms and safety information for patients and families.

Internet Access/Security

- As staff you will need to read and sign an agreement form to say you understand the rules of use and that you have received an ipad. (The serial number of the ipad will be recorded on the agreement form)
- Any patients under 16 wishing to use the internet must have an internet agreement form signed by an adult with parental responsibility for them. This form must be returned to the play service office and stored in the internet agreement form folder. Patients 16yrs and over can sign their own forms.
- If parents/carers aren't available to sign an agreement form then internet access can only be provided with one to one supervision by play staff.
- During use ipads are to be secured to the patient's bed post or other secure post within their bed/play area, using the safety harness provided.
- ipads must remain secured to the patients bed or other secure post within their room /area whilst in patients use.

Security

All ipads are registered to the schools network and can be traced by the school to locations within and outside of the trust. They are also logged and asset tagged via sss. This is a security company which can also trace the devices anywhere in the country but to ensure patients safe use of the internet and prevention of the inconvenience theft or loss of ipads will cause please follow the below rules of use.

- Ensure you collect ipads from patients before the end of your shift so they can be securely stored. Do not be leave ipads with patients overnight, except in exceptional circumstances, which need to be discussed and permission received from the Head of Play Services.
- Please ensure ipads are securely locked away when not in use. This can be in a secure lockable cupboard or filing cabinet on the wards or in the filing cabinet in the play service admin office.

Maintenance:

- Ipads need to be cleaned **in-between** every use/patient and can be wiped over with tuffie wipes. The screens may go misty, leave to dry for 5 minutes and duff with a dry clean cloth.

- After each use the internet's history on the ipad needs to be emptied. This is a child protection requirement so others users can't tell what websites patients have been browsing and using.

To do this go to settings on the ipad.

- In the left hand column click on safari
- In the main part of the screen, one by one click on clear history, clear cookies & clear cache

Updates

- Once a month the units will need to be returned to the play service office for software and applications updates. The department's administrator will email the date a week in advance. Please email any requests for games and music the week leading to the update.

If the above rules are followed it is unlikely that loss of an ipad should occur, however should an ipad go missing or is damaged please report to the Head of play Services on the day the device goes missing or is damaged and fill in a trust incident report online. In the absence of the Head of Play Services losses must be reported to the department's administrator or team leader.

With thanks
Sue Ware
Head of Play Services
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