

St. Michael's Community Academy

Principal: Mr G. Barlow

Head of School: Katey Shenton



Skriva Pen Acceptable Use Policy

If you would like this translated, please contact the school office.

Review Date: September 2026

Skriva iPad Pen Policy

Rationale

At **St. Micahel's Community Academy**, we are committed to providing all pupils with access to high-quality digital learning tools that support and enhance their education. As part of this commitment, the school **purchased and provided a Skriva iPad pen for every child** to ensure equal access to digital writing experiences.

Skriva pens are an essential learning tool. They replicate the feel of traditional handwriting and include **palm rejection technology**, which enables more accurate, pen-to-paper-style work on iPads - supporting both writing development and engagement in lessons.

This policy outlines the expectations for proper use and care of the Skriva iPad pen, as well as the procedures we follow in cases of loss or damage.

1. Expectations for Use

To ensure that all pupils can continue to benefit from this tool, we expect the following at all times:

- Pens must be handled with care.
- Pens must be turned off when not in use to conserve battery life.
- When not in use, pens must be stored securely inside the iPad case.
- iPads should be placed **flat on a surface** when writing to avoid unnecessary pressure and damage.
- Pens must **only be used on the iPad screen** - not on paper, desks, or any other surfaces.
- **Each pen should be clearly labelled** with the child's name and must not be swapped or borrowed.
- If a pen is not working or appears damaged, **pupils must inform a member of staff immediately** so the issue can be addressed before further damage occurs.
- **Charging will take place in school.** Pupils must ensure pens are returned and placed in the correct storage area when charging.

Teachers will provide regular reminders and guidance on appropriate pen use and will support children, particularly in younger year groups, to help them meet these expectations. Please see **Appendix 1** for safe use poster.

2. Loss or Damage

While we recognise that accidents can happen, pupils are expected to take responsibility for looking after their equipment. Our approach to lost or damaged pens is outlined below:

- **Accidental Damage:**
If a pen is accidentally damaged through responsible use, the school will cover the cost of repair or replacement.
- **Intentional Damage or Misuse:**
Where damage is the result of deliberate misuse or rough handling and the pen

becomes broken or unusable, parents/carers will be asked to **contribute £10** towards the cost of a replacement.

- **Loss of Pen:**

If a pen is lost, a **£10 contribution** from parents/carers will also be requested.

We understand that financial circumstances vary, and if the contribution presents a difficulty, we ask that parents contact the school in confidence so we can offer appropriate support.

3. Responsibility

We encourage pupils, with support from both staff and families, to take responsibility for their equipment. Treating school tools with care is part of our broader expectations around **digital responsibility and respectful learning behaviour**.

Parents are encouraged to review this policy with their child to ensure they understand what is expected of them.

4. Agreement

By accepting and using a school-issued Skriva iPad pen, pupils and parents agree to uphold the expectations outlined in this policy.

Appendix 1:

iPad Pen Expectations



Have it ready to use



Handle carefully



Store Securely when not in use



Ensure it is sufficiently charged



Keep it clean