

St Colman's High & Sixth Form College

Pupil iPad Acceptable Use Policy

St Colman's High & Sixth Form College has purchased an Apple iPad for Year 8 and Year 11 pupil use for the current school year. The student will be issued an iPad with predetermined applications (Apps) installed.

Year 8 and 11 pupils and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at St. Colman's are provided for the purpose of supporting the educational mission of our school. The school's goal in providing the iPad is to promote improved learning experiences by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. We embrace the opportunities that iPad technology presents us with and authorise the use of an authorised Apple iPad in a manner consistent with the established teaching and learning objectives of our school. We also recognise and encourage the use of the iPad for learning at home.

This policy applies to all student users of iPad hardware and software technology in St. Colman's High & Sixth Form College. It applies to all iPads used by our students, wherever they are physically located - within St. Colman's or used in a Partner School. It is intended to compliment our wider policy on Acceptable Use of Computers and the Internet. Due to the nature of information and communications technology the policy will undergo periodic review and as such the school reserves the right to amend any sections or wording at any time.

St. Colman's High & Sixth Form College retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. St. Colman's retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware.

The following details define the proper use of the device in school and out of school hours.

1. iPads

1.1 Receiving Your iPad

iPads will be distributed during the first term of this academic year. Parents & students must sign and return the iPad Acceptable Use Policy and Pledge documents before the iPad can be issued to their child. A good attendance record at school will also be a requirement to receiving, and sustaining, an iPad on loan; each pupil's individual situation will be considered on merit and the school will hold the final decision on this.

1.2 iPad Return

iPads will be returned during the final week of school, during the summer term

Students who transfer, withdraw, are suspended or expelled from St Colman's High & Sixth Form College during the school year, must surrender the iPad upon termination of enrolment. Failure to

return the iPad will result in a theft report being filed with the PSNI, with possible criminal and/or civil charges.

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken immediately to the ICT technician for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and St. Colman's Acceptable Use of Computers and Internet Policy and Mobile Devices Policy
- Cords and cables must be inserted carefully into the iPad to prevent damage
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of St. Colman's. Personal cases may be customised in a school appropriate fashion
- iPads must never be left in an unlocked cupboard, unlocked vehicle or any unsupervised area
- iPads must be left in locked cupboards at break-time and lunch time, unless use is agreed and supervised by a member of staff
- iPads must have a protective cover on at all times; this must be the school provided cover or an agreed cover purchased through the school
- Parents will be given the option of purchasing Insurance for the iPad their child is using

2.2 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective iPad case when carried
- While travelling to and from school students must keep iPads in their schoolbag at all times; this includes while travelling on public transport
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover

- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type. See page 35 in Chapter 2 of the iPad Users Manual (http://manuals.info.apple.com/en_US/ipad_2_user_guide.pdf) for more information
- Do not “bump” the iPad against tables, walls, car doors, floors, etc as it will eventually break the screen

3. USING YOUR IPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad, fully charged, to all classes, unless specifically instructed not to do so by their teacher.

Students who repeatedly fail to bring the iPad to school or maintain a fully charged battery will lose the privilege of the iPad for a time to be determined by the principal.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting their school work completed as if they had their iPad present. Loaner iPads will not be available to students who forget to bring their iPad to school or fail to charge their iPad.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when their assigned iPads has been sent for repair. This will depend on the circumstances of the requirement for repair and the availability of equipment within the school.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. This may take up to 3 hours to fully charge the iPad.

3.4 Passwords

iPads will be password protected. During iPad distribution, each student will choose a 4-digit password. This password will be kept on record with the ICT technician and may not be changed without school permission. Students are prohibited from sharing this password with anyone else except their parents.

St. Colman's will provide a password to each student for their email account. This password may not be changed by the student.

3.5 Screensavers/Background photos

A standard screensaver or background will be preset on the iPad and may not be changed by the student.

3.6 Photographs, Sound, Music, Games, or Programs

All media held on the iPad must meet the requirements of St. Colman's school rules and behaviour policy. Searching for and/ or downloading unsuitable content is strictly prohibited.

Photographs/images and music stored on the iPad must be in accordance with the school's Acceptable Use of Computers and the Internet Policy. The school reserves the right to randomly check any iPad for unsuitable content.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming on iPads in school is prohibited unless permission is gained from the teacher who is supervising.

The device cannot be synced with a personal computer.

Program's and Apps on iPads must not violate any terms of this policy or the Mobile Devices Policy and the Acceptable Use of Computers and the Internet Policy.

3.9 Home Internet Access

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. It is the responsibility of the Parent/Guardian to monitor and oversee iPad use within the home setting.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving and Backing Up Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

4.2 Network Connectivity

St. Colman's makes no guarantee that the school wireless network will be up and running 100% of the time.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

St. Colman's will synchronise the iPads to contain the necessary Apps for school work. The software/ Apps originally installed by St. Colman's must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

Periodic checks of iPads will be made to ensure that students have not removed required Apps.

Students will be able to add their own purchased Apps but these will be liable to restrictions with regard to suitability - all Apps should be for a suitable age and suitable for school use, and must not

violate any terms of this policy or the Mobile Devices Policy and the Acceptable Use of Computers and the Internet Policy.

5.2 Inspection

Students may be selected at random to provide their iPad for inspection.

5.3 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of iPad use.

5.4 Software upgrades

Upgrade versions of licensed software/Apps are available from time to time. Students will be expected to download all updates prompted by Apple.

6. ACCEPTABLE USE

The use of St. Colman's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The school's Acceptable Use And Behavioural Policies shall be applied to student infractions.

6.1 Parent/Guardian Responsibilities

Parents/Guardians are expected to talk to their children about the values and standards that they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, radio, iBooks, etc.

Should you decide to purchase the iPad Insurance Plan you should familiarise yourself with the details of the plan in case of accidents, theft or misuse.

6.3 Students Responsibilities are to:

Use computers/iPad in a responsible and ethical manner

Obey general school rules concerning behaviour and communication that apply to iPad/computer use

Use all technology resources in an appropriate manner so as to not damage school equipment.

Turn off and secure their iPad after they are finished working to protect their work and information.

Report any email containing inappropriate or abusive language or if the subject matter is questionable.

Return their iPad to the School Office at the end of each school year (including all power cables). Students who transfer, withdraw, are suspended or expelled, or terminate enrolment at St. Colman's for any other reason must return their individual school iPad on the date of termination.

Pupils must install the "Find my iPhone" App using their school email credentials to aid recovery of lost or stolen devices.

6.4 Student Activities Strictly Prohibited

In addition to the guidance outlined in St. Colman's wider Policy on Acceptable Use of Computers and the Internet and Mobile Devices Policy students are **not** permitted to:

- Illegally install or transmit of copyrighted materials
- Change iPad settings (exceptions include personal settings such as font size, brightness etc)
- 'Jailbreak' their iPad
- Use another student's iPad
- Use their iPad in the school corridors or any unsupervised areas within school
- Leave their device on school premises overnight, unless with the ICT technician for repair or the iPad has been removed from them under the terms of this policy
- Attempt to modify, upgrade or repair iPads issued under this policy
- Send or display offensive materials or messages
- Use obscene language or content
- Cause damage to the IOS, devices, computer systems or computer networks
- Use other people's passwords
- Trespass in others' folders, work or files
- Download illegal content or material which is suspicious
- Take photographs/videos or make recordings on the school premises for which they have not received express permission from a member of staff
- Access the Internet via their own mobile connection

6.6 Legal Propriety

Students should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Use or possession of hacking software is strictly prohibited and violators will be subject to sanctions. Violation of the law will result in criminal prosecution or disciplinary action.

6.6 IPAD IDENTIFICATION

Student iPads will be labelled in the manner specified by the school. iPads can also be identified by their serial number.

6.7 Student Discipline

Any pupil who refuses to co-operate or violates any aspect of the provisions of the iPad Policy or the Mobile Devices Policy and the Acceptable Use of Computers and the Internet Policy will face disciplinary action deemed appropriate in keeping with St. Colman's Positive Behaviour Policy - this could include removal of iPad privileges such as not being allowed to take the iPad home in the evenings and at the weekends; should this instance arise students will still be expected to complete work set.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable law enforcement agencies may be involved.

A pupil will be required to hand over their iPad to a member of staff if, but not exclusively:

- There is suspicion that the iPad has unsuitable material stored on it
- A pupil has disrupted a lesson through improper use of an iPad
- A pupil has misused their iPad to take photographs/videos on the school premises which they have not received permission to do so
- The iPad or any of its features have been used for any form of bullying
- The iPad is being used outside of lesson time without teacher supervision

9. COST OF REPLACEMENT AND REPAIRS

In the case of malicious damage, or wilful negligence, the student will be required to pay the replacement cost of a lost or stolen iPad, or the student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad. The school holds the right to make a final decision on the student's culpability.

Lost items such as cases and cables will be charged the actual replacement cost.

St Colman's High & Sixth Form College Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet St. Colman's High & Sixth Form College expectations and are educational
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumours, gossip, or engage in any activity that is harmful to other persons
- I understand that my iPad is subject to inspection at any time without notice and remains the property of St Colman's High & Sixth Form College
- I will follow the policies outlined in the iPad Acceptable Use Policy while at school and at home during all times
- I will take good care of my iPad
- I will never leave the iPad unattended and I will know where it is at all times
- I will keep my iPad in my schoolbag on the way to and from school; I will not use my iPad on public transport
- I will protect my iPad by only carrying it while in the case provided
- I will never loan out my iPad or give my password to other individuals
- I will not let anyone else use my iPad other than my parents or guardians
- I will charge my iPad's battery daily and arrive at school with my device charged
- I will keep food and drinks away from my iPad since they may cause damage to the device
- I will clean the screen with a soft, antistatic cloth ONLY; no cleaners. See page 35 in Chapter 2 of the iPad Users Manual (http://manuals.info.apple.com/en_US/ipad_2_user_guide.pdf) for more information
- I will not disassemble any part of my iPad or attempt any repairs
- I will not place decorations (such as stickers, markers, etc.) on the iPad or do anything to permanently alter the iPad in any way
- I will not remove or deface the serial number or other identification on any iPad
- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform the ICT technician immediately
- I will be responsible for all damage or loss caused by neglect or abuse
- I agree to return the iPad, case and power cords in good working condition

I agree to the rules set out in the iPad Acceptable Use Policy and all other relevant school policies.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

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Parent/Guardian Policy

I have read and understood the pupil acceptable use policy and agree to fully support the school in its implementation. I understand that my son/daughter will be held accountable for their own actions. I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and digital media.

I hereby release St. Colman's High & Sixth Form College and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.

I understand that it is impossible for St Colman's High & Sixth Form College to restrict access to all inappropriate and offensive materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate iPad use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Name _____

Parent/Guardian E-mail _____

Parent/Guardian Phone _____

Parent/Guardian Signature _____

Date _____

Child's Name _____