



iPads Acceptable Usage Policy

Introduction

This document communicates the responsibilities that students of Limerick Educate Together Secondary School and their parents/carers accept when they elect to use a iPad in school for educational purposes. Please read this policy and sign the permission form to indicate your agreement with same.

At Limerick Educate Together Secondary School we believe in providing access to education technology, tools and resources.

Essential to this effort is our commitment to rethink teaching and learning. We have made a huge investment in infrastructure and services to ensure the best education possible for our students.

We are expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of iPads, a content-focused curriculum and collaborative technology tools. The lessons learned and the insights gained through this, will provide an effective and feasible blueprint for future implementations throughout Ireland.

At Limerick Educate Together Secondary School we acknowledge the support of our parent/carer population, with the iPad initiative, and anticipate that this support will continue.

The policies, procedures and information within this document apply to all iPads used at Limerick Educate Together Secondary School, including any other device considered by Staff to come under this policy. Teachers may also set additional requirements for use in their own classrooms. This policy must be read in conjunction with the Code of Positive Behaviour, the Anti-Bullying Policy and Cyber-bullying Policy.

Introduction and Deployment

Parents/carers are responsible for the purchasing of the iPad and apps for their son/daughter. This must be done via CompuB, as discussed at information evenings. While students can bring their own iPad from home, it is highly recommended that the iPad specification be checked with CompuB and if the required specification is not met, a new iPad must be purchased.

Parents are also responsible for the safe-keeping, repair and insurance of their son/daughters iPad. iPads will be distributed before the beginning of term in August. This will require a full day of attendance before the beginning of term so parents are asked to check this date with the school

before booking any holidays etc. Parents and students must sign and return the GDPR and AUP documents before the iPad can be deployed.

Usage within the school is a privilege and not a right. Students may lose this privilege and to have it in their possession if they abuse their responsibilities and breach this policy.

Basic Expectations

- Students are allowed the use of this iPad exclusively for Limerick Educate Together Secondary School instructional use. The purpose of the iPad 1:1 Initiative is to enhance classroom learning.
- Students will practice extreme care when using their tablet. It is expected that the student will maintain control of the tablet at all times. The tablet will be transported exclusively within its appropriate case and handled with care.
- Students are not permitted to use their iPads before/afterschool, during lunch and break time hours. The iPad must be locked away in schoolbag when it is not being used during class/learning time.
- As a student of Limerick Educate Together Secondary School you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Limerick Educate Together Secondary School secure and private information. Do not share your iPad, password or account information with anyone else.
- The student, in whose name the iPad is issued, will be responsible at all times for its appropriate use.
- Outside of school time, parents/carers are responsible for monitoring the use of the iPad.

Unacceptable Conduct (includes but is not limited by the following)

- Use of the tablet for illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file sharing software, hacking programs or any other form of inappropriate content.
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures.
- Electronically posting personal information about yourself or others. (i.e. address, phone, photos)
- Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism.
- Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
- Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files)

General Precautions

- Students are responsible for the general care of their iPad. iPads that are broken or fail to work properly must be immediately taken to the Principal/Teacher for an evaluation of the equipment.
- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be connected and disconnected carefully to prevent damage to the iPad
- iPads must never be left in an unlocked locker, car or any unsupervised area.

- Students are responsible for keeping their iPad's battery charged for school each day
- iPads should always remain in a protective case while in school and at home.

Screen Care

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- 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 device
- Do not place anything in a carry case that could put pressure on the device
- Clean the screen with a soft, dry cloth or anti-static cloth
- Do not "bump" the iPad against lockers, walls, car doors, floors etc. as it will eventually break the screen

Student Responsibilities

- Arrive to school each day with a fully charged iPad.
- Ensure that their iPad is logged into their Limerick ETSS Apple ID.
- Only use the when instructed by the teacher.
- You **MUST** ask a teacher before using the camera function.
- To immediately stop using an iPad if a teacher requests. If requested students are not to close any apps, and should go "hands off" from the iPad.
- Keep the iPad in a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents/carers.
- Adhere to this policy.
- Report any problems, damage or theft immediately to either your Tutor, Year Head or IT department.
- Report any interference by any other student immediately to either the teacher, tutor or the Year Head
- During break and lunch and before and after school, the iPad is not to be used. This is to give your eyes a break from the screen and also to encourage a culture of social engagement.
- **Note:** If a new iPad is purchased for the student. The student must present the iPad to the iPads Coordinator so it can be set up to work on the school wireless network as well as to have the appropriate control systems applied, i.e. Zuludesk and Apple Classroom Management System

Parent/Carer Responsibilities

- Parents/Carers should inspect the iPad regularly to ensure that it is in good working order.
- Parents/Carers should report immediately any damage, interference or issues relating to ownership, possession or use of the iPad to the tutor or Year Head.
- Parents/Carers should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents/Carers should inspect the student's iPad's internet history on a regular basis to ensure that they are not exposed to inappropriate material.

School Responsibilities

- To ensure that this policy in conjunction with the Code of Positive Behaviour Policy, the Anti-bullying Policy and the Cyber-bullying Policy are enacted.
- To make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.
- To ensure that that all iPads are synced to the Zuludesk and Apple Classroom Management System.

Restricted Use or Confiscation

Students who breach this policy will be subject to sanction. An iPad may be confiscated for a limited period or subjected to restricted use because of misuse either by the student or any other student. Reasons for placing a student on 'Restricted Use' or confiscation include, but are not limited to, the following:

- Non-compliance with this policy
- Inappropriate use of any App
- Inappropriate use of the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- Failure to take proper care of the iPad.
- Failure to co-operate with school's investigation of iPad misuse.
- Repeated failure to bring iPad to class.
- Removal of the device from the Device Management System (Zuludesk, Apple Classroom Management System)