Mount Sackville Secondary School

iPad Responsible Use Policy

The aim of this policy is to ensure that students benefit from digital teaching and learning opportunities. Mount Sackville Secondary School seeks to provide a safe, secure and holistic learning environment that promotes mutual respect and responsibility among all members of the school community. Introducing mobile learning to the classroom enables students to develop the 21st century skills that will be a central part of their third level education and their social and working lives in the future.

The information within this document applies to all students using iPads in Mount Sackville Secondary School. Teachers may also set additional requirements for use within their classroom.

It is envisaged that school management, teachers, the Student Parliamentary Council and parent/guardian representatives may revise the Mount Sackville Secondary School iPad Responsible Use Policy in the 2019/20 school year.

Before signing, the *iPad Responsible Use Policy* should be read carefully to ensure that the conditions of use are understood, agreed to and fully accepted.

This policy is directly linked to the: The Code of Behaviour and The Anti-Bullying Policies.

iPad Deployment Day

iPad Deployment Day will take place in the first week of school in August during each academic year.

- Wriggle will work with Management, the ICT Coordinator and students to ensure that each student has and is set up on her iPad.

- Wriggle will work with Mount Sackville Secondary School to manage and offer technical support for each student's iPad for three years from the iPad deployment date.

- Each student will be allocated a school email address, her account will be activated and passwords set up.

- In order to identify the owner of each iPad all students will be required to set and maintain their screensaver to a photo of themselves in school uniform with their name and Tutor Class added.

Responsible Care of your iPad

- Mount Sackville Secondary School request the use of the allocated Case as the protective covers/case for your iPad. The Mandatory Case is available from Wriggle.

- Mount Sackville Secondary School request that your iPad be insured against loss or damage. Home insurance policies may provide insurance cover, however, Wriggle can advise on suitable insurance if necessary.

- The iPad screen is made of glass and is therefore subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of your iPad.

- You should only use a soft cloth or approved laptop screen cleaning solution to clean

your iPad screen.

- You must never leave your iPad on a heat source or outside, as your iPad will be damaged by extreme heat or cold.

- You must not store or leave your iPad in a car.

- **You may not use the camera function on your iPad at school except at the direction of the teacher.**

- It is important that you know that it is your responsibility to keep your iPad safe and secure.

- You should know the whereabouts of your iPad at all times.

- You must never use an iPad belonging to another student or lend your iPad to another student.

Personal Health and Safety

- It is advised to take frequent breaks when using your iPad for long periods of time.

- Look away from the iPad approximately every fifteen minutes.

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.

- Keep the iPad in a secure location when it is not at school.

- Your iPad is only to be used during class time or with the permission of your teacher. This is to ensure that you don't become over reliant on the device and so that you take the time to socialise with your peers.

Maintaining your iPad as an Educational Resource

- Please charge your iPad at home each evening. When your iPad is charging and connected to a Wi-Fi network your files will be backed up. This is essential in case your iPad is lost or damaged, so that you do not lose your work and your files.

- If you arrive to school without having charged your iPad your ability to take part in class will be impacted. If this happens on more than two occasions, sanctions will apply.

- If you leave your iPad at home or do not have your iPad fully charged, you are still responsible for completing all schoolwork as if you had use of your iPad.

- Please ensure that the iOS updates are completed routinely to guarantee efficient operation of your iPad. If you do not do this regularly your iPad screen may freeze or have other technical issues and you may be unable to use it for your school work.

- You must begin each class by ensuring that all previous applications are closed.

- In class, you may only open subject specific applications as directed by your teacher.

- Teachers have the right to check if applications are open on your iPad in an effort to support your responsible use of iPad technology.

- Please take care when deleting files from your iPad as deleted files cannot be recovered.

- You must ensure that you have enough memory space on your iPad for your school files and educational applications at all times. It is of utmost importance that you

understand school work takes precedence over personal files and applications, as memory space on your iPad is limited.

- Malfunctions or technical issues arising from your misuse of the iPad are not acceptable excuses for failing to complete school work.

- Your iPad must not be in use while you are moving from one class location to another as an accident can easily occur.

- You must protect your iPad from liquid spills and/or all water outlets.

- In the event of any disciplinary action, the completion of all class work remains your responsibility.

- Your iPad is subject to routine monitoring by Mount Sackville Secondary School.

- Any teacher may check your iPad content.

- In addition to using your iPad in class, subject specific copies and/or workbooks will be required for all written work. These will need to be purchased by each student.

- At deployment there will be some apps already uploaded on your iPad. Mount Sackville Secondary School teachers **may** recommend further apps that students may require in order to partake fully in a subject specific lesson. For example: 'Flashcardlet' a free app or 'Notability' approximately €2.99 to support revision for learning.

Lost, Damaged or Stolen iPad

- If you lose or damage your iPad you must inform your Tutor / Dean / Deputy Principal / Principal immediately so that your iPad can be immediately tracked through iCloud.

- If you find an unattended iPad you should give it to the nearest member of staff immediately.

- Mount Sackville Secondary School is not responsible for the financial loss of or damage or to your iPad.

- Mount Sackville Secondary School is not responsible for the financial or other loss of any personal files that may be deleted from your iPad.

Substitution of Equipment

- In the event that your iPad is inoperable, the school will try to provide a spare iPad or books for use while your iPad is being repaired or replaced. This policy remains in effect for the substitute iPad. However, only one substitute iPad will be provided to a student at any one time. If the student damages the replacement iPad, the cost of repairing or replacing must be borne by parents/guardians.

- If the replacement iPad is not brought to school, or it is brought to school uncharged, a second replacement iPad will not be provided.

- We hope to have one / two iPads for this purpose.

Prohibited Uses (Not Exhaustive)

- All material on your iPad must adhere to the Mount Sackville Secondary School *iPad Responsible Use Policy*. You have no permission to send, access, upload,

download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

- You may not use the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.

- You may not download *Snapchat* or similar applications to your iPad as this will result in a disciplinary action.

- You may not illegally download music or applications on your iPad.

- Use of the camera function on your iPad is strictly prohibited unless at the direction of your teacher.

- Use of the video function on your iPad is strictly prohibited except at the direction of your teacher.

- Use of the microphone on your iPad is strictly prohibited except at the direction of your teacher.

- You must not share the password to your iPad with ANY other student. Any student found attempting to gain access to another student's iPad will be subject to disciplinary action.

- You must not share your password to your email or any other accounts with ANY other student. If a student is found attempting to gain access to another student's iPad she will be subject to disciplinary action.

- Any attempt to destroy hardware, software or data on your or any other student's iPad will result in disciplinary action.

- Any attempt to remove the security setting installed results in a less secure device and is strictly prohibited.

- Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures is strictly prohibited and will result in disciplinary actions.

- If you are in breach of the *iPad Responsible Use Policy* you may be subject to disciplinary action, and/or confiscation of your iPad, and/or removal of iPad content. (This list is not exhaustive.)

- Mount Sackville Secondary School reserves the right to refer to external agencies in the event of illegal activity.

The Mount Sackville *iPad Responsible Use Policy* aims to secure a safe and educational environment where the opportunities afforded by digital technology are availed of and harnessed for the benefit of each student who uses an iPad in school.

I have read, understand, accept and agree to the Mount Sackville Secondary School iPad Responsible Use Policy. I will make every effort to uphold its content. If I am in breach of this policy I am aware of, and willing to accept the sanctions as per the Code of Behavior imposed.

Student's Signature: _____   Date:_____

Parents /Guardians Signature: _____   Date:_____