

## **iPad/Tablet Responsible Use Policy**

**St. Brigid's National School, Beechpark Lawn, Castleknock, Dublin 15**

The aim of this iPad/tablet Responsible Use Policy is to ensure that students benefit from digital teaching and learning opportunities in a safe and educational learning environment. Introducing mobile learning opportunities to the classroom enables students to develop 21st century skills that form a central part of their future educational, social and working lives.

### **Student Responsibilities:**

- Keep the iPad/tablet within its protective case at all times.
- An iPad/tablet must not be in use while moving from one location to another as an accident can easily occur and students should never run while carrying an iPad/tablet.
- An iPad/tablet screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of an iPad/tablet.
- Do not subject the iPad/tablet to extreme heat or cold.
- Tablets are to be left in the charging trolley during break/lunchtime and at all times whilst not in use. iPads are collected and returned to the trolley at half two each day.
- If an iPad/tablet is found unattended, it should be given to your class teacher/Digital Learning Coordinator (Ms. N. Fay) or Deputy Principal (Mrs. N. MacDonagh).
- The whereabouts of each iPad/tablet should be known at all times.
- iPad/tablets cannot be taken off the school premises for any reason
- Report any problems, damage or theft/lost immediately to Digital Learning Coordinator, Deputy Principal or Principal.
- Each iPad/tablet is subject to routine monitoring by teachers and the Digital Learning committee.

### **Personal Health & Safety:**

- Avoid extended use of the iPad/tablet while resting directly on your lap. The bottom of the iPad/tablet can generate significant heat.
- Take frequent breaks when using the iPad/tablet for long periods of time. Look away from the iPad/tablet approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.

### **Safeguarding and Maintaining as an Academic Tool:**

- All content on the school iPad/tablets must be age appropriate and for school use
- Students may use the school wireless network and content filtered broadband in accordance with the school's Acceptable Usage Policy. Use of other 'unfiltered' public wireless connections, such as mobile networks, is not allowed during school hours.
- Keep the equipment clean. For example, do not eat or drink while using an iPad/tablet.
- Items deleted from the iPad/tablet cannot be 'undeleted', so backing up work is very important.
- Students may not permanently alter iPad/tablets in any way.

- Students may not remove any serial numbers, identification or school labels placed on an iPad/tablet.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- iPad/tablet batteries are required to be charged overnight in the charging trolley and be ready to use in school.

#### **Lost, Damaged or Stolen iPad/tablets**

- If an iPad/tablet is lost, stolen, or damaged, St. Brigid's Digital Learning Coordinator, Ms. Nicola Fay must be notified immediately. iPad/tablets that are believed to be stolen can be tracked through iCloud.

#### **Prohibited Uses Include:**

- Accessing Inappropriate Materials - All material on an iPad/tablet must adhere to the school's Acceptable Usage Policy. Students are not allowed to send, access, upload, download, or distribute offensive material.
- Illegal Activities - Use of the school's Internet/e-mail accounts for any illegal activity is strictly prohibited.
- Cameras - Students must use good judgment when using the camera. The student agrees that the camera will not be used to take inappropriate or unnecessary photos
- Use of the camera and microphone are strictly prohibited in the classroom and school grounds unless permission is granted by a teacher.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad/tablet by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo.

Staff/employees of the school including student teachers/volunteers, etc who breach the iPad/tablet Responsible Use Policy may be dealt with by the Board of Management's disciplinary procedures and/or child protection procedures.

Students who breach this policy will be dealt with under St. Brigid's Anti-Bullying & Discipline Policy.

It is envisaged that school and parent representatives will revise the iPad/tablet Responsible Use Policy annually. Before signing, this policy should be read carefully to ensure that the conditions of use are accepted and understood.

The iPad/tablet Responsible Use Policy was reviewed in October 2018 will be reviewed in the school year 2019/2020.

## **Student Pledge for Responsible iPad/Tablet Use**

1. I will take good care of any iPad/tablet I use.
2. I will never leave any iPad/tablet I use unattended.
3. I will know where the iPad/tablet is at all times during my usage of it.
4. I will keep food and drinks away from the iPad/tablet since they may cause damage to the device.
5. I will protect the iPad/tablet by only carrying it whilst it is in its safety case and I will not run whilst carrying an iPad/tablet.
6. I will use the iPad/tablet in ways that are appropriate and as directed by my teacher.
7. I understand that the iPad/tablets are subject to inspection at any time without notice.
8. I will only use the camera or the microphone when my teacher tells me to and I will only photograph people with their permission.
9. I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher.
10. I will shut down programs/apps when I am finished using an iPad/tablet
11. I will not hide any iPad/tablet so others cannot use it.
12. I will not remove any serial numbers, identification or school labels placed on an iPad/tablet.

I agree to abide by the statements of this iPad/tablet Responsible Use Policy

**Student's Name: (please print)** \_\_\_\_\_

**Class & Teacher:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Student**

**Parent/Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_