

Kishoge Community College
iPad Acceptable Use Policy (AUP)
Adopted by the Board 14th April 2016

Introduction

Kishoge Community College acknowledges the support of parents for the iPad initiative. We believe that the use of iPads in the classroom contributes greatly to the richness and variety of the student learning experience.

This policy must be read in conjunction with the Code of Behaviour and the ICT Acceptable Use Policy (AUP).

This policy remains in effect throughout the year **including all** holidays.

Educational use only

The iPad is for educational use only. iPads will be configured such that only preloaded educational applications are permitted on the iPad. It will not be possible to download other apps. We believe that there is considerable benefit to teaching and learning and to student welfare in confining the use of iPads to educational-use only. These include:

- For students: avoiding distractions while doing homework and classwork. Reduced peer pressure.
- For parents: peace of mind - many parents do not feel confident in terms of 'monitoring' their children's iPad.
- For teachers: avoiding wasting teaching time - we need to ensure that teachers' time and energy can be focused to the maximum extent on teaching and learning.
- Child protection: minimising inappropriate use of the iPad.

Equipment

Parents are responsible for purchasing the iPad and Apps for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/daughter's iPad. Parents retain ownership and possession of the iPad and agree to grant to teachers and school management the right to collect, inspect or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete any installed software or hardware. Parents also agree that the school will manage and monitor the iPad for inappropriate use of school resources, in accordance with the ICT AUP. Usage within the school is a privilege and not a right. Students may lose the privilege to use the iPad and to have it in their possession if they abuse their responsibilities and breach this policy, or the ICT AUP.

Substitution of Equipment

In the event that a student's iPad is not functioning, the school will endeavour to provide a spare iPad for use while the student's iPad is being repaired or replaced. The terms of this AUP remain in effect for the substitute iPad.

Only one substitute iPad will be provided to a student at any given time. If a student damages, forgets to bring the replacement iPad to school, or comes to school with it uncharged, a second substitute device will not be provided.

Damage or Loss of Equipment

Students must report any damage or loss to either the class Tutor, Year Head or the I.T. department who will determine necessary action. All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If an iPad is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the iPad. It is recommended that parents insure the iPad.

Queries related to ICT in Kishoge Community College may be directed to; kishogeIT@gmail.com

Student Responsibilities:

- Arrive to school each day with a fully charged iPad (>80% charged).
- Ensure that only Apps, websites etc. that relate to your work in class are open during class time.
- Keep the iPad flat on the desk at all times when in class.
- 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.
- Adhere to this policy and the AUP.
- 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 Tutor or the Year Head
- Leave iPad in your locker during morning and lunch breaks and when you are on tours and activities. Specific permission will be given by teachers if students are required to have iPads outside class time.
- During break and lunch the iPad is not to be used. This is to give your eyes a break from the screen.
- **Note:** If a new iPad is purchased for the student. The student must present the iPad to the IT department so it can be set up to work on the school wireless network as well as to have the appropriate control systems applied.

Parent Responsibilities:

- Parents should inspect the iPad regularly to ensure that it is in good working order.
- Parents should report immediately any damage, interference or issues relating to ownership, possession or use of the iPad to the class tutor or Year Head.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents 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 enforce this policy, the ICT Acceptable Use Policy and the Code of Behaviour.
- To provide a locker for safe storage.
- To make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

Restricted Use and Confiscation

Students who breach this AUP, Kishoge Community College’s ICT AUP or any reasonable standards of usage of the iPad 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 or the ICT AUP.
- 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.

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- Students may not “Jailbreak” or in any other way circumvent restrictions placed by Apple on the device. **This is a serious breach of this AUP.**
- Removal of the installed Mobile Device Management profile.

Confiscation Periods:

Infractions are dealt with on two levels, those that occur within the school and those that occur at home.

Escalation	
<i>At Home</i>	<i>In School</i>
1st Infraction	1st Infraction
Year Book Entry	Loss of iPad for 24 hours
2nd Infraction	2nd Infraction
Detention	Loss of iPad for 48 hours
3rd Infraction	3rd Infraction
Lost of iPad for 24 hours	Loss of iPad for 1 week
	4 th Infraction
	Loss of iPad for 2 weeks
	5th Infraction
	Loss of iPad for 1 month
	6th Infraction
	Loss of iPad for 3 months

During the confiscation period text books will be supplied in place of the student's iPad.

Responsible Use of the iPad

General Care

- Keep the equipment clean.
- Do not eat or drink while using the iPad.
- No graffiti or stickers on the iPad or cover.
- No inappropriate background pictures.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.

Carrying the iPad

- Carry the iPad **in** your school bag when travelling to and from school and during the school day.
- For safety students should not use the iPad in public, e.g. on Dublin Bus
- Leave the iPad in locker when not in use.

Screen Care

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Cover – screen covers prevents scratches.

Personal Health & Safety

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- iPads are not permitted to be used during break time or lunch without permission from a teacher.
- Do not provide your personal information to anyone over the Internet.
- **Do not share your passwords with anyone.**
- Keep the iPad in a secure location when not in school.

Kishoge Community College iPad Acceptable Use Policy

I have read and understand the iPad Acceptable Use Policy and I agree to abide by the terms of this policy. I understand this AUP is in effect throughout the academic year, including holidays.

I grant to the school authorities the right to inspect my son/daughter's iPad and its Apps/Programmes and in exceptional circumstances to confiscate it for a limited period because of misuse by either my son/daughter or any other student.

I give permission to the school authorities to delete inappropriate material from my son/daughter's iPad and to prevent/block the installation of certain Apps.

I agree to be bound by the terms of this policy, the School's AUP and the School's Code of Behaviour as they apply to ownership, possession and use of the iPad and its installed Apps.

Signature of Student: _____

Signature of Parent(s): _____

Date: _____