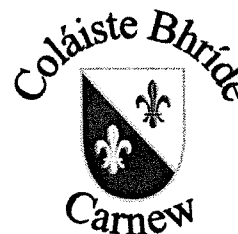


iPad Acceptable Usage Policy



Introduction

In Coláiste Bhríde we acknowledge the support of our parents in our digital learning and teaching programme and we anticipate that this will continue. We acknowledge that the iPad is an educational resource which will enhance learning and teaching for all participating students.

This policy must be read in conjunction with the Coláiste Bhríde Carnew Information and Communication Technology (ICT) Acceptable Use (of the Internet) Policy which is published on the Coláiste Bhríde Carnew website: www.cbcarnew.ie

Equipment

Parents are responsible for purchasing the iPad and relevant apps from a third party 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 and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware. This includes blocking the installation of apps should the need arise. Mobile Device Management (MDM) software will be installed on the student's iPad to allow management of Wi-Fi profiles and the downloading of educational apps. MDM also allows for the safeguarding of students against inappropriate iPad usage. Usage within the school is a privilege and not a right. Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach this policy, our school's AUP.

Damage or Loss of Equipment

Students must report any damage or loss to either the Year Head, the Principal and or Deputy Principal, 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 or repair the iPad in as short a timeframe as possible.

Standards for Personal iPad Care

Student Responsibilities:

- Must arrive to school each day with their iPad fully charged and working. In exceptional circumstances where this is not possible students must provide a note of explanation from parents to your year head.
- Keep the iPad within a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents and teachers.
- Adhere to this policy and the AUP of Coláiste Bhríde at all times.
Note: The Acceptable Use Policy is published on the school's website: www.cbcarnew.ie
- Report any problems, damage or theft immediately to either the year head or deputy principal(s).
- Report any issues and interference created by any other student because of iPad possession, use or ownership.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, school management will presume that the damage and/or interference took place outside of school time.
- iPads should be left in lockers when students are on breaks, tours, trips and activities.

Parental Responsibilities

- Parents should inspect the iPad each evening 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 school management.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate use of social media or inappropriate material including images and videos.

- Parents should agree rules with their son/daughter in relation to iPad usage at home. **It is strongly recommended that iPads would not be in use after 10pm and would not be left in bedrooms overnight.**

School's Responsibilities:

- To enforce this Policy, the AUP and the Code of Behaviour.
- To provide a locker for safe storage for all students who use an iPad (Charge €10).
- School will make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

General Care

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers or identification placed on the iPad.

Carrying the iPad

- Transport the iPad in the iPad case and school bag when travelling to and from school and during the school day.
- **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 only.
- Cover – Screen Cover prevents against scratches.

Personal Health & Safety

- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- 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 it is not at school.

Restricted Use and Confiscation


Students who breach this Policy and/or the AUP and/or any reasonable standards of use of the iPad will be subject to sanction: confiscation, writing out the iPad policy and a Wednesday afternoon detention. Restrictions may also be placed on the iPad to prevent a similar issue in future.

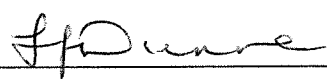
An iPad may also be confiscated for a limited period because of misuse either by the student or any other student. Reasons for placing a student on restrictive use and/or confiscation include, but are not limited to the following:

- Excessive damage
- Loss
- Non-acceptance and/or compliance with this policy and the ICT AUP
- Inappropriate use of any App which includes the camera, iMessage or any other form of messaging
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad
- Disruption to learning and teaching
- Violating standards for Personal iPad Care
- Failing to co-operate with school’s investigations of iPad misuse
- Repeated failure to bring iPad to class

NOTE:

Management reserves the right to a final decision in individual cases.

Signed  Date 8/5/18
Chairperson, Board of Management

Signed  Date 8/5/18
Principal