



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 emphasise that the iPad is an educational resource which will enhance learning and teaching for all 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 (We strongly advise the purchase of this package should be purchased via the school's contract company). 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 from the beginning, 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 and our school's ICT AUP.

Damage or Loss of Equipment

Students must report any damage or loss to either the year head, the principal and or relevant 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

Students' Responsibilities:

- To 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 their year head
- To keep the iPad within a protective case and in their locker when not in use
- To not let anyone use the iPad other than their parents and teachers and not to share their iPad passcode with anyone other than their parents or teachers
- Adhere to this policy and the ICT AUP of Coláiste Bhríde at all times
(*The Acceptable Usage Policy is published on the school's [website](#)*)
- To report any problems, damage or theft immediately to either the year head or relevant deputy principal
- To report any issues and interference created by any other student because of iPad possession, use or ownership (If a student goes 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)
- To leave the iPad in lockers when students are on breaks, tours, trips and activities

Parental Responsibilities:

- To inspect the iPad regularly to ensure that it is in good working order
- To report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management
- To inspect 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 ICT AUP and the Code of Behaviour
- To provide a locker for safe storage for all students who use an iPad
- To make every effort to resolve any reported issues relating to ownership, possession or use of the iPad
- To resolve any software issues presented

General Care

Students should:

- Keep the equipment clean. For example, do not eat or drink while using the iPad
- Not permanently alter iPad in any way.
- Not remove any serial numbers or identification placed on the iPad
- Transport the iPad in the iPad case and school bag when travelling to and from school and during the school day
- 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 for Students

- Take frequent breaks when using the iPad for long periods of time (Look away from the iPad approximately every fifteen minutes)
- Do not provide personal information to anyone over the Internet. (GDPR See ICT AUP Policy)
- Do not share 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 ICT 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:

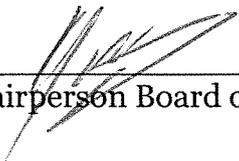
- Excessive damage
- Non-acceptance and/or compliance with this policy and the ICT AUP
- Inappropriate use of any App which includes the camera, iMessage or any other form of messaging
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad
- Disruption to learning and teaching
- 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.

POLICY DEVELOPMENT PROCEDURE:

Version number	7 (June 2020)
Policy drafted by	Parents, teachers, students
Approved by Board of Management	30/6/2020
Sent to KWETB for verification	01/07/2020
Next review date	June 2021



Chairperson Board of Management