

LUSK COMMUNITY COLLEGE IPAD ACCEPTABLE USE POLICY

**(Adopted by the Board of Management on 17th June 2015;
revised during May 2016 and adopted by Board on 8th June 2016)**

The policies, procedures and information within this document applies to all iPads and any other IT handheld devices used in Lusk Community College. Teachers and other school staff may also set additional requirements for use within their classroom.

Users' Responsibilities

All users must use protective covers/cases for their iPads in Lusk Community College. We here in Lusk Community College recommend the Survivor case or equivalent which protects the whole surround edge, in particular, the four corners of the ipad.

The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.

Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.

Do not subject the iPad to extreme heat or cold.

Do not store or leave unattended in vehicles.

Users may not photograph any other person (either student or teacher or staff member or visitor to the school), without that persons' consent.

The iPad may be subject to routine monitoring by any staff member in Lusk Community College. Devices must be surrendered immediately upon request by any member of staff including those who supervise a class or group of students.

Users in breach of this ipad Acceptable Use Policy may be subject to but not limited to: referral to Principal and/or Deputy Principal, disciplinary action, confiscation, removal of content or referral to external agencies, including the gardai, in the event of illegal activity.

Lusk Community College is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Additional Responsibilities for Students

All students should charge their ipads fully at home and bring their ipad to school on a daily basis. If an iPad is left at home or is not charged at home, the user remains responsible for completing all schoolwork as if they had use of their iPad.

While malfunctions and/or technical issues may happen from time to time, they are not acceptable excuses for failing to complete school work, unless there is no other means of completion.

Students must not use their iPad on school corridors, at break or lunch times, on their journeys to and from school or in the outer grounds of the school buildings (unless with the teachers' permission).

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

Safeguarding and Maintaining as an Academic Tool

iPad batteries are required to be charged at home and be ready to use in school. Students who do not have a charged iPad are deemed not to have all their required materials for class and will be sanctioned.

Items deleted from the iPad cannot be recovered.

Memory space is limited. Academic content takes precedence over personal files and apps.

Schoology, our learning management system here in Lusk Community College, allows staff to create, manage and share both academic content and resources; it should never be used by students for personal messaging, to harass or intimidate another or to bring the school into disrepute.

Food and drinks should be kept away from the iPad at all times since they may cause damage to the device.

The whereabouts of the iPad should be known at all times.

It is a user's responsibility to keep their iPad safe and secure. Students should lock their iPad in their locker when not in use on the school premises.

All iPad users should have a name sticker on their iPad and on their iPad case so that if found it can be returned to owner as soon as possible.

iPads belonging to other users are not to be tampered with in any way.

If an iPad is found unattended, it should be given to the nearest member of staff or brought to the office.

Using the iPad in Class

Use of an iPad in class requires students to observe the important points outlined below:

- Students should ensure that their ebooks are installed and working properly. Any issues or faults with ebooks should be reported to the office or Year Head or Class Tutor.
- Usernames and passwords for ebooks should be retained in notes app of each student's iPad. It is good practice to photograph same using the iPad camera and retain on camera roll.
- The iPad should be kept flat on the desk at all times, or as directed by the classroom teacher.
- Students should close all apps at the end of each class.
- Students are not allowed to use any app which is unrelated to class work.
- Teachers, Principal and Deputy Principal are allowed to view the most recently used apps on a student's iPad, without any objection from a student. Students may be asked to reveal passwords to staff members from time to time.
- The usage of gaming, social media and messaging apps during school time is strictly prohibited and will result in disciplinary action.
- It is the student's own responsibility to back up their work regularly.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, the Principal and/or Deputy Principal and/or office should be notified immediately.

iPads that are believed to be stolen can be tracked through iCloud provided student set it up to be tracked.

Prohibited Uses (Please note this list is not exhaustive):

Accessing Inappropriate Materials – All material on the iPad must adhere to the iPad Acceptable Use Policy and users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials. Any recording of a fellow student/s or staff is expressly forbidden.

Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is forbidden.

Violating Copyrights – Users are not allowed to have music and install apps on their iPad which do not comply with copyright.

The school reserves the right to decide on the appropriateness of available Apps.

Social networking sites and/or chat rooms (such as Facebook, Snapchat, Instagram, Yikyak or ask.fm) are strictly forbidden during school time. (Please note this list is not exhaustive.) Usage of apps such as imessaging is also strictly forbidden during school time. Nor will it be used to embarrass, upset, bully or intimidate any student, teacher, staff member or visitor in any way. Any use of same, will be treated as a serious violation.

Students are strictly prohibited from inappropriate use of the camera on the iPad. No video, image or audio recording are to be taken unless specified and supervised by a teacher. Breaching this rule is a serious disciplinary offence and may result in suspension.

Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation. The school authorities reserve the right to disable the camera if this function is misused by a student.

Images of other people may only be made with the permission of those in the photograph.

The images, videos, music and apps. on a student's iPad must be must be appropriate and in keeping with the school's ethos. Sharing inappropriate material, images or videos is a serious disciplinary offence.

Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use the permission of the Principal.

Misuse of Passwords, Codes or other Unauthorised Access: Users are encouraged to set a passcode on their iPad to prevent other users from misusing it.

Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

Any user caught trying to use a false identity or a false account to bully or intimidate another will be subject to disciplinary action.

Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

Any user caught trying to hide apps which are inappropriate or installing software which allows the user to hide apps will be subject to disciplinary action.

An MDM (multi device management) profile has been installed on all Students iPads by Wriggle at deployment. Students are not permitted to remove it. Any attempt to remove it will result in severe disciplinary action. In addition to that students are strictly prohibited from installing any other profiles such as VPN (virtual private network) or games emulators on their iPads.

Any attempt by a student to change the iPad name will result in severe disciplinary action.

Jailbreaking – Jailbreaking is the process which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols, pictures or other material deemed inappropriate by the school authorities, will result in disciplinary actions.

Students may not use their iPads to communicate with anyone, inside or outside school, unless directly instructed to do so by a teacher, during the school day.

Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by Lusk Community College.

Users should be aware of and abide by the guidelines set out by this iPad Acceptable Use Policy and Lusk Community College ICT Acceptable Use Policy (AUP) which are signed as part of registration as a student in Lusk Community College.

Lusk Community College reserves the right to confiscate and search an iPad to ensure compliance with both these policies.

Sanctions:

The following sanctions may be applied as a result of breaching the AUP and iPad Code of Behaviour. The application of these sanctions is at the discretion school management.

1. Confiscation of the iPad
2. Removing access to Wifi
3. Removing access to an app or function of the iPad
4. Deletion of an app
5. Litter duty
6. Detention
7. Student no longer permitted to use iPad during school time
8. Student reverts to paper books and pays a returnable deposit to the office for the use of these books
9. Suspension

**CONTRACT FOR USE OF IPAD AT
LUSK COMMUNITY COLLEGE
PARENT & STUDENT COPY
ADULT USERS MUST READ AND SIGN BELOW**

I have read, understand and agree to abide by the terms of the Lusk Community College iPad Acceptable Use Policy.

Parent Name: _____

Signature: _____

Date: _____

STUDENT CONTRACT FOR IPAD USE

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never lend my iPad to others.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery every night
6. I will not disassemble any part of my iPad or attempt any repairs.
7. I will protect my iPad by only carrying it whilst it is in a case.
8. I will use my iPad and Schoology in ways that are appropriate.
9. I understand that my iPad is subject to inspection at any time without notice, without any objection.
10. I will only photograph people with their permission.
11. I will only use the camera or the microphone when my teacher tells me to.
12. 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.
13. I will not remove the managed service from my iPad or change the name associated with my iPad.
14. I will not install or connect my iPad to a VPN or any other associated network
15. I will not hide apps or install software which allows me to hide apps.
16. I will not use a false identity or a false account to bully or intimidate another.
17. I agree to abide by the statements of this iPad Acceptable Use Policy.

Student Name: _____

Signature: _____

Date: _____

*(Adopted by the Board of Management 30th May 2014; revised during May 2015 and
adopted by the Board of Management on 17th June 2015)
revised during May 2016 and adopted by Board on 8th June 2016)*