



Educate
Together

Bremore Educate Together Secondary School
Roll Number 68262N

PO BOX 12720
Balbriggan
County Dublin

IPad Acceptable Use Policy

April 2016

Introduction

This document communicates the responsibilities that students of Bremore Educate Together Secondary School and their parent/guardian(s) accept when they elect to use a tablet in school for educational purposes. Please read this policy and sign the permission form to indicate your agreement with same.

At Bremore Educate Together Secondary School we believe in providing access to education technology, tools and resources.

Essential to this effort is our commitment to rethink teaching and learning. We have made a huge investment in infrastructure and services to ensure the best education possible for our students.

We are expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of iPads, a content-focused curriculum and collaborative technology tools. The lessons learned and the insights gained through this, will provide an effective and feasible blueprint for future implementations throughout Ireland.

At Bremore Educate Together Secondary School we acknowledge the support of our parent population, with the iPad initiative, and anticipate that this support will continue.

The policies, procedures and information within this document apply to all iPads used at Bremore Educate Together Secondary School, including any other device considered by Staff to come under this policy. Teachers may also set additional requirements for use in their own classrooms.

Introduction and Deployment:

Parents/guardians are responsible for the purchasing of the iPad and ebooks/apps for their son/daughter. This must be done via Wriggle, as discussed at information evenings. While students can bring their own iPad from home, it is highly recommended that the iPad specification be checked with Wriggle and if the required specification is not met, a new iPad must be purchased.

The use of 3G and cellular iPads is not permitted.

Parents are also responsible for the safe-keeping, repair and insurance of their son/daughters iPad. iPads will be distributed before the beginning of term in August. This will require a full day of attendance before the beginning of term so parents are asked to check this date with the school before booking any holidays etc. Parents and students must sign and return the Data Protection and Student Pledge documents before the iPad can be deployed.

Basic Expectations

- Students are allowed the use of this tablet exclusively for Bremore Educate Together Secondary School instructional use. The purpose of the tablet program is to enhance classroom learning.
- Students will practice extreme care when using their tablet. It is expected that the student will maintain control of the tablet at all times. The tablet will be transported exclusively within its appropriate case and handled with care.
- Students are not permitted to use their iPads during lunch and break time hours. The iPad must be locked away when it is not being used during class/learning time.
- As a student of Bremore Educate Together Secondary School you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Bremore Educate Together Secondary School secure and private information. Do not share your tablet, password or account information with anyone else.
- The student, in whose name the tablet is issued, will be responsible at all times for its appropriate use.
- Outside of school time, parents/guardians are responsible for monitoring the use of the iPad.

Unacceptable Conduct (includes but is not limited by the following)

1. Use of the tablet for illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file sharing software, hacking programs or any other form of inappropriate content.
2. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures.
3. Electronically posting personal information about yourself or others. (i.e. address, phone, photos)
4. Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism.
5. Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.

6. Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files)

Taking Care of YOUR iPad:

General Precautions:

- Students are responsible for the general care of their iPad. iPads that are broken or fail to work properly must be immediately taken to the Principal/ICT Teacher for an evaluation of the equipment.
- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be connected and disconnected carefully to prevent damage to the iPad
- iPads must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day
- iPads should always remain in a protective case while in school and at home.

Screen Care:

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean on the top of the iPad when it is closed
- Do not place anything near the iPad that could put pressure on the device
- Do not place anything in a carry case that could put pressure on the device
- Clean the screen with a soft, dry cloth or anti-static cloth
- Do not "bump" the iPad against lockers, walls, car doors, floors etc. as it will eventually break the screen

USING YOUR iPad AT SCHOOL:

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad device. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPads left at home:

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Repeat violations will result in action as detailed in section Student Positive Behaviour Policy

iPad Undergoing Repair

Substitute iPads may be issued to students when an iPad is undergoing repair as set out by Bremore Educate Together Secondary School. There may be a delay in getting a substitute iPad should the school not have enough to loan. In such a case, students will be given hardcopy textbooks (where possible) to use. Students are responsible for the substitute iPad. If a student damages a substitute iPad, the onus to repair the iPad will fall on the student and parent/guardian. These repairs must be carried out by a recommended authorised supplier as agreed by the school. If the student forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be provided.

Charging your iPads battery

iPads must be brought to school each day in a fully charged condition. Students must charge their iPads each evening. Charging in school is prohibited.

Screensavers/Backgrounds

Any media deemed inappropriate by Bremore Educate Together Secondary School staff may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are prohibited and will result in actions as detailed in The Code of Positive Behaviour.

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the iPad and can be used at the discretion of the teacher. Students are responsible for carrying earphones at all times. Students should not download/buy applications and games unless authorized by a teacher or parent/guardian

Printing

Printing is discouraged in order to preserve resources. However, printing will be available through a request to a teacher. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

Home Internet Access

Students are allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home. Acceptable Use Section of this policy -, still applies while off the school premises. Students experiencing difficulty with internet access at home should contact their Internet Service Provider (ISP).

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the iPad/Cloud

Students should save work to the Apple iCloud, Dropbox or Google Drive from their iPad. Students may also email documents to themselves for storage on a flash drive or home computer. Storage space is available on the iPad –BUT it will NOT be backed up in case of re-imaging. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable reason for not submitting work. Failure to make the necessary arrangements for saving work may cause the school to invoke the Code of Positive Behaviour.

Network Connectivity

Bremore Educate Together Secondary School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Bremore Educate Together Secondary School will not be responsible for lost or missing data. It is a violation of this Policy to use applications that bypass Bremore Educate Together Secondary School Proxies and filtering. Repeat violations will result in disciplinary action as detailed in the Code of Positive Behaviour

SOFTWARE ON IPADS

Originally Installed Software

The software apps originally installed by Wriggle/ Bremore Educate Together Secondary School must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the school may add additional software applications for use in a particular subject/course. Periodic checks of iPads will be made to ensure that students have not removed required apps. Repeat violations will result in action as detailed in the Code of Positive Behaviour.

Additional Software

Under the supervision of a teacher or parent/guardian, students are allowed to download extra software/apps on their iPads. In the event that space is needed on iPads for academic related apps, student downloaded/purchased apps will be removed. Students will not synchronise iPads to home syncing accounts.

Inspection

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, students must unlock the device. Bremore Educate Together Secondary School reserves the right to confiscate the device for

any reason at any time if inappropriate materials are found on the device. The device will be kept in the Principals/Deputy Principals office until such a time that a parent can come in and collect it. The return of the device will be subject to certain behavioural conditions that all parties (students and parents) will adhere to.

Procedure for re-loading software

If technical difficulties occur, illegal, or inappropriate apps or software are discovered, the iPad will be restored from backup by the Bremore Educate Together Secondary School Principal/ICT Teacher. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check their iPads for periodic updates and syncing.

Apple ID & iTunes

Students will be provided with a free Apple ID and iTunes account from Wriggle. This is the only iTunes account that should be used on the iPad.

Find My iPad

In addition to a variety of security measures, "Find my iPad" will also be activated. Students are required to set up "Find my iPad" with their Bremore Educate Together Secondary School Apple ID. If a device is lost or stolen, the student will work with Bremore Educate Together Secondary School staff to identify the location of the device for recovery. This includes providing all access to accounts to assist with identifying the location of the iPads.

PROTECTING & STORING YOUR IPAD COMPUTER

Storing your iPad

When students are not using their iPads, they should be stored in their lockers or in their school bags. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed for homework. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may store it in the student office or Principals office.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunch areas, computer labs, locker areas, the library, unlocked classrooms, changing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it should be taken to a member of Bremore Educate Together Secondary School Staff or the office. Multiple offenses will result in disciplinary action as detailed in The Code of Positive Behaviour

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 screen approximately every 15-20 minutes. Do not use the iPad during lunch breaks. Do not provide your personal information to anyone over the Internet. Do not share your passwords with anyone.

Parent/ Guardian Responsibilities

Contact Wriggle in a timely fashion to arrange the ordering and payment for your child's iPad and/ or e-books. Talk to your children about values and the standards that should be followed on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Ensure that you receive all necessary information and sign the relevant forms for Acceptable Usage and Data Protection. Ensure your child is not engaging in any inappropriate behavior, as deemed so by this Policy, with their iPad at home.

School Responsibilities

Provide Internet access at school

Provide an academic email account (eg username@ Bremoreetss.com) to its students. Provide Internet blocking of inappropriate materials as able while using the Bremore Educate Together Secondary School network. Provide staff guidance to aid students in doing research, academically related activities and how to ensure student compliance of the acceptable usage policy.

Student Responsibilities

Read, understand and follow this AUP Policy. Use all computers/ devices in a responsible and ethical manner. Obey general school rules concerning behaviour and communication that applies to iPad/ computer use. Physical damage to devices should be reported immediately to school staff. 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. Help Bremore Educate Together protect our computer systems by informing staff of any security problems they may encounter

Consequences

Noncompliance with the policies and expectations within this document may result in the suspension or termination of technology privileges along with possible disciplinary actions.

Bremore Educate Together Secondary School cooperates fully with local, state, or Garda officials in any investigation concerning or relating to violations of computer crime laws. Contents of network and email communication using a tablet can be legally requested and turned over to the proper authorities as evidence for such crimes.

Expiration

This agreement is valid until further notification by Bremore Educate Together Secondary School.

Acceptable Use

The use of an iPad in school is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates and or the User Terms and Conditions named in this policy, privileges may be suspended, access to the school’s other technology resources denied, and the appropriate disciplinary action shall be applied. The Bremore Educate Together Secondary School Code of Positive Behaviour shall be applied to student infractions. Violations may result in disciplinary actions up to and including suspension/ expulsion for students. If applicable, law enforcement agencies may be involved.

It is therefore required that students AND parents read and sign the attached tablet use agreement. If unsure, please contact a member of school management for questions or clarification BEFORE you submit your agreement to these policies.

Parent Signature _____ Date _____

Student Signature _____ Date _____



Signed: _____

Date: Thursday, May 12, 2016