



iPad Acceptable Usage Policy

Introduction

In Presentation we acknowledge the support of our parents in the iPad initiative. We anticipate this support will continue and that this initiative will enhance teaching and learning for all participating students.

This policy must be read in conjunction with the Presentation Secondary School's Internet Acceptable User Policy (AUP) which is published on the Presentation Secondary School's website: www.preswex.ie

Equipment

Parents are responsible for purchasing the iPad and Apps for their daughter. Parents are also responsible for the safe-keeping, repair and insurance of their 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. Usage, within the school is a privilege and not a right. **The iPad is for school and educational purposes and it is expected that students will have only educational and school apps installed on their iPads during term time, September to June.**

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, the school's AUP.

Substitution of Equipment

In the event that a student's iPad is inoperable, the school will try to provide a spare iPad or books for use while the student's iPad is repaired or replaced. This agreement remains in effect for the substitute iPad. However, only one substitute iPad will be provided to a student at any one time. If a student damages, forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be provided. In the event of the replacement iPad being damaged, the student must report the damage immediately to a member of management or the iPad programme coordinator and the student will be liable for any damage to the replacement iPad.

Damage of 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. 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.

Standards for Personal iPad Care

Students Responsibilities:

- Arrive to school each day with a fully charged iPad.
- 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 Presentation at all times.
- Report any problems, damage or theft immediately to either the Year Head or Principal or Deputy Principal.
- Report any issues and/or interference created by any other students 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 are to be left in lockers when students are on tours, trips and activities or at home if not in school.
- Before arrival to school and at the start of each class ensure that all APPS are closed

Parental Responsibilities

- It is the responsibility of parents/guardians to ensure that appropriate insurance cover is in place to cover any possible damage to the iPad. Failure to do so could result in the student being without an iPad for essential school work until it is repaired or replaced by parents/guardians.
- Parents should inspect the iPad each 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 school management.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents should monitor student's use of iPads when not in school particularly during homework and study times.
- **Parents need to provide a protective case that has corner protectors preventing the iPad from breakage.**
- Parents should be aware that the school will not be monitoring the downloading of unapproved Apps during the summer school holidays. It will be the parents' responsibility to ensure that their daughter has removed any unapproved Apps from the iPad prior to return to school in September.

School's Responsibilities

- To enforce this Policy, the AUP, the Code of Behaviour and School Rules.
- To make every effort to ensure quiet use and enjoyment of the iPad by all students.
- To provide a locker for safe storage for all students who use an iPad.
- 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, identification or school labels placed on the iPad.

Carrying the iPad

- Transport the iPad in the closed iPad case while in school and in school bag when travelling to and from school.
- Leave the iPad in locker when not in use including break times.

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 and 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.
- 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. 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 AUP.
- Inappropriate use of iPad to include, but not exclusive to, the following:
 - Misuse of iPad (e.g. Downloading of banned apps, etc.)
 - Sanction: Detention and -3 points on VSWare behaviour record
 - Serious misuse of iPad (e.g. Taking photographs, videos or audio recordings without permission, using the iPad in class without permission, etc.)
 - Sanction: In-school suspension and -5 points on VSWare behaviour record, possible application of restrictions on iPad functions.
 - Extreme misuse of iPad (e.g. Taking photographs, videos or audio recordings without permission, sending inappropriate messages or emails etc.)
 - Sanction: Out of school suspension and -10 points on VSWare, possible application of restrictions on iPad functions and possible confiscation of the iPad for a fixed time.

Also refer to Child Protection Procedures – School Protocols.

- Violating standards for Personal iPad Care.
- Failing to co-operate with school's investigations of iPad misuse.
- Repeated failure to bring iPad to class.

Where possible, during the confiscation period text books will be supplied in lieu of the student's iPad.

PRESENTATION SECONDARY SCHOOL IPAD ACCEPTABLE USAGE POLICY

We have read and understand the iPad Acceptable Usage Policy document and the School's Internet Acceptable User Policy (AUP) and hereby agree to the terms of this Policy and the AUP.

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

We hereby agree and give permission to the school authorities to delete inappropriate material from our daughter's iPad and to prevent/block the installation of certain APPS.

We agree to be bound by the terms of this Policy, the school's AUP and the school's Code of Behaviour and Rules as they apply to ownership, possession and use of the iPad and its installed Apps.

Signature of Student: _____

Signature of Parent(s): _____

Date: _____