

iPad Acceptable Usage Policy

Presentation Secondary School, Wexford





Introduction

The aim of this iPad Internet Acceptable Use Policy (AUP) is to ensure that students here at Presentation Secondary School, Wexford will benefit from the learning opportunities offered by the school's internet resources, in a safe and effective manner. Internet use and access is considered a school resource and a privilege, afforded to all staff and students. If the school AUP is not adhered to this privilege may be withdrawn and appropriate outcomes will be imposed.

At PSS, Wexford we believe in providing access to Education Technology, Educational Tools and Resources. Essential to this effort is our commitment to rethink teaching and learning, in a constantly evolving manner. As a School Community, we have made a huge investment in infrastructure, innovative learning spaces and services to ensure the best education possible is available for access by our students. Students and Staff Members will develop skills for the 21st century through the use of iPads, a content-focused curriculum and collaborative technology tools.

At PSS, Wexford we acknowledge the support of our parents/ guardians as an invaluable stakeholder ~~population~~ with the school's iPad initiative and anticipate that this ~~support~~ will continue into the future.

The Policies, Procedures and Information within this document applies to all iPads used at PSS, Wexford including any other device considered by Staff to come under this policy. Teachers may also set additional requirements for use in their own classrooms, encompassed in their own specific classroom practises and procedures.

Equipment

Parents are responsible for purchasing the iPad, management fee and Apps for their child. Parents/ Guardians are also responsible for the safekeeping, repair and insurance of their child's daughter's iPad. Parents retain ownership and possession of the iPad and agree to grant to Staff Members and the Senior Leadership Team 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. *Junior students' iPads must all be set up with the Educational Profile installed. Where junior students bring their own iPad, these must be sent away to have the Educational Profile installed & 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.

Parents and students must sign and return the Code of Behaviour in their School Journals to indicate adherence to this policy as part of the school's Code of Behaviour.

Substitution of Equipment

In the event that a student's iPad is inoperable, the school will try to provide a spare iPad for use while the student's iPad is repaired or replaced. Where the school has no available iPad, the student is expected to bring their books to school while their iPad is being repaired.

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 the Senior Leadership Team management or the iPad Programme Coordinator and the student; parents/guardians will be liable for any damage to the replacement iPad.

Damage of Loss of Equipment

- Students must report any damage or loss to the iPad Coordinator, Year Head, the Principal and/or their respective 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.



Basic Expectations

- Arrive to school each day with a fully charged iPad.
- Adhere to this policy and the (AUP) of PSS, Wexford at all times.
- Students are allowed the use of this device exclusively for PSS, Wexford instructional use, completion of school related activities and competitions. The purpose of the iPad is to enhance classroom learning and holistic learning of the student.
- Students will practise extreme care when using their iPad. 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, unless participating in a school related activity or organised lunchtime event. The timed lock screen feature should be enabled. The iPad must be locked away when it is not being used during class/learning time.
- As a student of PSS, Wexford you are expected to uphold all copyright laws, value and protect the privacy of information, particularly PSS, Wexford secure and private information. Do not share your passcode, email / VSWare password, Apple ID password or Office 365 account information with anyone else.
- The student, in whose name the iPad 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.
- Report any issues and/or interference created by any other students because of iPad possession, use or ownership to their Tutor, Year Head, their respective Deputy Principal and/or the Principal who will determine necessary action.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, the School's Senior Leadership Team 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 school related activities, unless specifically instructed by accompanying teacher(s) differently or to be left at home if not in school.
- Before arrival to school and at the start of each class, ensure that all Apps are closed.



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

1. Use of the device 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. Recording of students, staff members and visitors to PSS, Wexford without their knowledge or permission.
3. Disabling, bypassing, or attempting to disable or bypass any system-monitoring, filtering or security measures.
4. Electronically posting personal information about yourself or others. (i.e. address, phone, photos).
5. Maliciously altering data, the configuration of a computer, and the files of another user, accessing restricted network files or any other form of technological vandalism.
6. Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
7. Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files)
8. The use of streaming sites on the iPad is strictly forbidden and is classed as an extreme misuse of the device.
9. Leaving an iPad plugged into charge overnight or charging when unsupervised in classroom or communal area.

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 iPad Coordinator 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. Cords and cables should be stored correctly.
- 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. Permission should be received from class teacher to charge iPad if necessary to do so in exceptional circumstances.
- iPads should always remain in a sturdy 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 use excessive force when using a stylus / Apple Pencil
- 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. No cleansers of any type to be utilised.
- Do not “bump” the iPad against lockers, walls, car doors, floors etc. as it will eventually break the screen

Using Your iPad

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 are responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher or member of the Senior Leadership Team.

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 of Code of Behaviour Policy and / or on VShare.

If a parent/guardian leaves an iPad and/or charger left at home to Reception, students collect with permission of their class teacher.

iPad Undergoing Repair

Should a student not have their iPad due to repair work (at either Wriggle or elsewhere), the responsibility lies with the student to complete all coursework.

Screensavers / Backgrounds

Any media deemed inappropriate by PSS, Wexford 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 Behaviour. It is recommended to have your name and tutor group displayed as screensaver / background



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 are not permitted to download/buy applications and games unless authorised.

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.

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 having trouble 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 their school's OneDrive account 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 Behaviour.

Backing up iPad

Students should ensure that their iPad is regularly backed up in order to prevent the loss of data should an issue arise with the device.

Network Connectivity

PSS, Wexford makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, PSS, Wexford will not be responsible for lost or missing data. It is a violation of this Policy to use applications that bypass PSS, Wexford Proxies and filtering. Repeat violations will result in the implementation of Outcomes as detailed in the Code of Behaviour and/or on VSWare.

Software on iPads

Originally Installed Software

The software apps originally installed by Wriggle/ PSS, Wexford 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 Behaviour and / or on VSWare.

Additional Software

Under the supervision of a teacher or parent/guardian, senior cycle 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 and provide the passcode. PSS, Wexford 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 Principal's/Deputy Principal's/iPad Coordinators office until such a time that a parent/guardian can come in and collect it. The return of the device will be subject to certain criteria, in accordance with the Code of Behaviour and additional agreements with all stakeholders, if/where deemed necessary.

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 iPad Coordinator / Wriggle. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Updates

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.

All students will have the same apple ID password which they must not change for the duration of the remote management by Wriggle.

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 PSS, Wexford Apple ID. If a device is lost or stolen, the student will work with PSS, Wexford 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

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.

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 rooms, locker areas, the library, unlocked classrooms, changing rooms and hallways. Any iPad left in these areas is in danger of being misplaced/stolen. If an iPad is found in an unsupervised area, it should be taken to a member of PSS, Wexford School Staff or the School Office. Multiple offenses will result in the implementation of Outcomes as detailed in The Code of Behaviour / or on VSware.

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, unless participating in School Events. If using the iPad in a dimly lit room, switch to night mode. Do not provide your personal information to anyone over the Internet. Do not share your passwords with anyone.

Parent/Guardian Responsibilities

Contact Wriggle or iPad supplier in a timely fashion to arrange the ordering and payment for your child's iPad. 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 Code of Behaviour in your child's School Journal. Ensure your child is not engaging in any inappropriate behaviour, 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@preswex.ie)
- Provide Internet blocking of inappropriate materials as able while using the PSS, Wexford network.
- Remind Students of their requirement to understand and adhere to the School's AUP
- Update Students, where possible of current frauds, arising security issues.
- Provide Students with guidance and information advice regarding safe use of iPad eg regarding Social Media.
- 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 iPad Acceptable Usage Policy document and the School's Internet Acceptable User Policy (AUP)
- Use all computers/ devices in a responsible and ethical manner.
- Follow the School's Code of Behaviour concerning behaviour and communication that applies to iPad/ computer use.
- Physical damage to devices should be reported immediately. If you go home from school without reporting any damage or interference that may have occurred during the school day, the School's Senior Leadership Team will presume that the damage and/or interference took place outside of school time.
- Help PSS, Wexford protect our computer systems by informing staff members 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 implementation of Outcomes as detailed in The Code of Behaviour / or on VSWare.

PSS, Wexford 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 an iPad can be legally requested and turned over to the proper authorities as evidence for such crimes.

Restricted Use and Confiscation

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. Use of streaming sites, etc.)
 - Outcome - Behaviour reflection workshop 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, using the iPad to send messages to other students during class time without permission etc.)
 - Outcome - In-school suspension and -10 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.)
 - Outcome—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.



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 is other technology resources denied, and the appropriate implementation of Outcomes as detailed in The Code of Behaviour shall be applied.

The PSS, Wexford Code of Behaviour shall be applied to student incidents when failing to adhere fully to the Policy. Violations may result in disciplinary actions up to and including suspension/ expulsion for students. If applicable, Law Enforcement Agencies may be involved

Notification regarding the Board of Management's annual review of PRESENTATION SECONDARY SCHOOL iPad ACCEPTABLE USAGE POLICY

The Board of Management of Presentation Secondary School, Wexford wishes to inform you that:

The Board of Management's annual review of the school's iPad ACCEPTABLE USAGE POLICY and its implementation was completed at the Board meeting of 30th March 2023

Signed: *Mary Culleton* Date *30th March 2023*

Chairperson, Board of Management

Signed: William Ryan Date *30th March 2023*

Principal



PRESENTATION SECONDARY SCHOOL WEXFORD, iPad ACCEPTABLE USAGE POLICY

We have read and understand the iPad Acceptable Usage Policy document and the Schools 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 your child's iPad and its Apps/Programmes and in exceptional circumstances to confiscate it for a limited period because of misuse by either our child 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 as they apply to ownership, possession and use of the iPad and its installed Apps.

Signature of Student: _____

Signature of Parent(s): _____

Date: _____