

# Clonturk

Community College

CDETБ in partnership with Educate Together

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# Acceptable Usage Policy

August  
2017

## **iPad Acceptable Usage Policy 2017**

As part of our commitment to developing innovative teaching and learning strategies Clonturk Community College recognises that access to Information and Communication Technology (ICT) will provide our students (referred to as daltaí) with enhanced opportunities to develop skills that will equip our daltaí for 21<sup>st</sup> century life.

We have made a huge investment in infrastructure and services to ensure the best education possible for our daltaí and we acknowledge the support of parents for the iPad initiative and anticipate that this support will continue.

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

This policy must be read in conjunction with the Positive Code of Behaviour.

### **Purchase 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 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 for first year daltaí, parents are asked to check this date with the school before booking any holidays etc. Parents and daltaí must sign and return the Data Protection and Dalta Pledge documents before the iPad can be deployed.

### **Taking Care of YOUR iPad:**

#### **General Precautions:**

Daltaí are responsible for the general care of their iPad. iPads that are broken or fail to work properly must be immediately taken to the Ceannaire/Deputy 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.
- Daltaí 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

## **Substitution of Equipment:**

In the event that a dalta’s iPad is not functioning, substitute iPads may be issued to daltaí. There may be a delay in getting a substitute iPad should the school not have enough to loan. In such a case, daltaí will be given hardcopy textbooks (where possible) to use. Daltaí are responsible for the substitute iPad. If a dalta damages a substitute iPad, the onus to repair the iPad will fall on the dalta and parent/guardian. These repairs must be carried out by a recommended authorised supplier as agreed by the school. If the dalta forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be provided.

## **Educational use only:**

The iPad is for educational use only. iPads will be configured such that only preloaded educational applications are permitted on the iPad. It will not be possible to download other apps. We believe that there is considerable benefit to teaching and learning and to dalta welfare in confining the use of iPads to educational-use only. These include:

- For daltaí: avoiding distractions while doing homework and classwork. Reduced peer pressure.
- For parents: peace of mind - many parents do not feel confident in terms of ‘monitoring’ their children’s iPad.
- For teachers: avoiding wasting teaching time - we need to ensure that teachers’ time and energy can be focused to the maximum extent on teaching and learning.
- Child protection: minimising inappropriate use of the iPad. Equipment Parents are responsible for purchasing the iPad and Apps for their son/daughter.

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, inspect or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete any installed software or hardware. Parents also agree that the school will manage and monitor the iPad.

Usage within the school is a privilege and not a right. Daltaí may lose the privilege to use the iPad and to have it in their possession if they abuse their responsibilities and breach this policy, or the ICT AUP.

### **Inspection:**

Daltaí may be selected at random to provide their iPad for inspection. If a dalta's device is requested for an inspection, daltaí must unlock the device. Clonturk Community College 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 (daltaí and parents) will adhere to.

### **Dalta Responsibilities:**

- Arrive to school each day with a fully charged iPad (>80% charged).
- Use all computers/ devices in a responsible and ethical manner. Ensure that only Apps, websites etc. that relate to your work in class are open during class time.
- Keep the iPad flat on the desk at all times when in class.
- Help Clonturk Community College protect our computer systems by informing staff of any security problems they may encounter
- Turn off and secure their iPad after they are finished working on them to protect their work and information
- If a dalta should receive an email/notification containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher immediately and delete it from their iPad.
- Daltaí will not plagiarise works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Daltaí will respect the rights of copyright owners
- Keep the iPad in a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents.
- Report any problems, damage or theft immediately to either your Ceannaire or Deputy Principal
- Break times and lunchtimes should remain as social time for daltaí – iPads should not be used during breaks and before school unless under the supervision or request of a teacher.
- Daltaí should ensure that ----- no personal contact with ----- except for educational purposes.

### **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.
- 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 behaviour, as deemed so by this Policy, with their iPad at home.
- Parents should report immediately any damage, interference or issues relating to ownership, possession or use of the iPad to the Ceannaire or Deputy Principal
- Parents should inspect the dalta's iPad's internet history on a regular basis to ensure that they are not exposed to inappropriate material.

### **School Responsibilities:**

- Provide Internet access at school
- Provide an academic email account (username@clonturkcc.ie) to its daltaí
- Provide Internet blocking of inappropriate materials while using the Clonturk Community College network.
- Provide staff guidance to aid daltaí in doing research, academically related activities and how to ensure dalta compliance of the acceptable usage policy.
- To provide a locker for safe storage.

### **Strictly Prohibited Activities:**

- Any action that violates existing Clonturk Community College Policies or public law.
- Removing the Mobile Device Management from the iPad.
- Daltaí may not take any photographs of any other person without permission from a teacher.
- Downloading Apps that have been prohibited by the school e.g. Snapchat, Instagram
- Daltaí may not attempt to contact teachers on social media.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Internet/Computer Games when class is in session
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming. This means sending mass or inappropriate emails or other information
- Gaining access to other daltaí accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity

- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- Transmission of accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the Clonturk Community College web filter through a web proxy, phone tethering, and any other means.
- Bullying of any kind, as defined by the Clonturk Community College Anti-Bullying Policy, will not be tolerated.

**Sanctions:**

If a dalta violates any part of the above policy, he/she may be subject to the following disciplinary steps:

1st Offence – Loss of iPad privileges for a length of time, a text sent home to parents and a deduction of 1 point on VS ware.

2nd Offence – Loss of iPad privileges for a length of time, a phone call home to parents and a deduction of 5 points on VS ware.

3rd Offence – Loss of iPad privileges for a length of time as deemed appropriate by school management, a deduction of 5 points on VS ware and a meeting in school with parents/guardians.

**Clonturk Community College iPad Acceptable Use Policy**

I have read and understand the iPad Acceptable Use Policy and I agree to abide by the terms of this policy. I understand this AUP is in effect throughout the academic year, including holidays.

I grant to the school authorities the right to inspect my son/daughter’s iPad and its Apps/Programmes and in exceptional circumstances to confiscate it for a limited period because of misuse by either my son/daughter or any other dalta.

I give permission to the school to delete inappropriate material from my son/daughter’s iPad and to prevent/block the installation of certain Apps.

I agree to be bound by the terms of this policy, the School’s AUP and the School’s Positive Code of Behaviour as they apply to ownership, possession and use of the iPad and its installed Apps.

Signature of Dalta: \_\_\_\_\_

Signature of Parent(s)/Guardian(s): \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_