iPad Acceptable and Responsible Use Policy for Pupils

St. Mary's
Grammar School, Magherafelt.

GLORIA DEO SOLI

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CONTENTS

ST MARY'S ACCEPTABLE USE POLICY

INTRODUCTION

St Mary's Grammar School is committed to using educational technology to improve further the learning experiences and achievements of all our pupils. iPad technology provides us with opportunities to inspire and motivate our young people to achieve their full potential and engage them fully in their learning. We believe that the use of an iPad will enhance everyday learning and teaching and in particular will:

- Raise educational attainment
- Create a pupil centred curriculum which will provide engaging pupil centered lessons
- Enable pupils access to the most up to date educational resources
- Raise levels of engagement, motivation and interaction
- Improve facilitation of different learning styles
- Promote remote learning
- Improve self-management
- Promote pupil welfare by reducing pupil bag weight.

We approve the use of an authorised Apple iPad in a manner consistent with the established learning and teaching objectives of St Mary's and we recognise and encourage the use of the iPad at school and at home to promote remote learning.

This policy applies to all pupil users of iPad hardware and software technology in St Mary's. It applies to all iPads used by our pupils, wherever they are physically located - within the school or used in a partner school. It is intended to compliment the school's wider E Safety policy and Behaviour and Sanctions Framework. Due to the changeable nature of information and communications technology this policy will undergo periodic review and as such the school reserves the right to amend any sections or wording at any time. The following details define the proper use of the device in school and out of school hours.

GENERAL IPAD TERMS

IPAD OWNERSHIP

St Mary's Grammar School will facilitate the ordering of iPads either through an outright purchase or payment terms over 24 or 36 months.

St Mary's will have ownership of the device until parental contribution is paid in full. Once parental contribution is paid in full the ownership of the device will pass to the parent.

If a child leaves the school before they have paid the parental contribution in full, the parent can:
- Pay the school the full value of the device and peripherals
- Return the device to the school

Alternatively, pupils may purchase or bring their own iPads directly.

St Mary's will have full supervision of all iPads used in school and in particular:
- The school retains ownership of all apps.

- The school owns the right to manage all iPad devices using a MDM system.

- The school will provide all required components to ensure the iPad operates effectively in the classroom, including Wi-Fi access.

- The school maintains the right to filter Internet content and manage the use and connection of iPad to the school network.

- Any pupils who use an iPad in the school or in the Partner School must sign up and adhere to the terms stated in this Policy as well as the ESafety Policy

- Pupils will not be permitted to use an iPad in school unless it has been configured for use in St. Mary's Grammar

- St. Mary's Grammar will have full supervision of the device via the schools Mobile Device Management system. This will include the ability to install applications, software, documents, ebooks on to the device and turn on/off different features at selected times of the day.

- Privately purchased iPads can be used in the school. A pupil will not be permitted to use an iPad in school unless they have completed and returned this agreement.

- St Mary's disclaim all responsibility for damage to iPads that are brought into school that are left unattended or do not meet with the regulations of the school or this policy.

- Parents/Guardians must insure Privately Owned iPads for their replacement value, either by specialised iPad insurance or generic household policies.

TAKING CARE OF IPADS

Pupils are responsible for the general care of the iPad. iPads that are broken, or fail to work properly and are covered under the leasing agreement insurance policy must telephone AppleCare for an evaluation of their device.

General Precautions
- iPads must never be left unattended or in any unsupervised area.
- iPads must be kept on pupil's persona at break-time and lunchtime.
- Locker provision is available on request. If pupils have a locker, the iPads can be left in the locker at break-time and lunchtime or left at pupil reception for safe keeping.

Carrying IPads
- A protective case must be used with the iPad and have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. IPads should always be within the protective iPad case when carried.
- Pupils who BYOi, must purchase the protective case as instructed by the school.
- The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen. The iPad screens can be damaged if subjected to rough treatment.
- Avoid excessive movement of school bags containing iPads.

USING IPAD AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, pupils are responsible for bringing their iPad, fully charged, to all classes each day.

iPads must be brought home at night and charged.

*iPad **must not be left in the school overnight*** (unless by prior arrangement e.g. maintenance purposes).

Pupils should not lend or share their allocated iPad with other pupils unless expressly asked to do so by a teacher in a classroom situation.

If pupils leave their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to students who forget to bring their iPad to school or who fail to charge their iPad.

Pupils who repeatedly (three or more times in a term) fail to bring the iPad to school/ or maintain a fully charged battery will be subject to the school's behaviour management policy.

At all times, the class teacher's decision is final regarding use, or non-use of any iPad, collectively or individually.

CHARGING THE IPAD BATTERY

IPads must be brought to school each day in a **fully charged** condition. Students need to charge their iPads each evening. This may take up to 3 hours to charge the iPad fully.

PASSWORDS AND APPLE ID

Pupils are expected to take reasonable measures to secure access to the iPad by using a password. Students are prohibited from removing the password from the device or sharing this password with anyone else except their parents or as requested by a designated member of staff. Pupils must not attempt to access other pupil iPads by 'guessing' or trial and error password attempts.

Each iPad requires its own Apple ID. Pupils will follow guidelines and instructions on creating their Apple ID which will be done so off the school premises. This Apple ID should be used only on the school iPad. Apple ID information should be kept secure to the pupil, and it is the responsibility of the pupil to recover any lost or forgotten passwords.

School assigned Apple ID's should not be used on other personal or home Apple devices and are for use only on school iPads.

PHOTOGRAPHS AND IMAGES (STILL AND MOVING)

Photographs/Images stored on the iPad will be in accordance with the school's Acceptable Use of Computers and the Internet Policy. The school reserves the right to randomly check any iPad for unsuitable content.

No images or video material taken in school may be uploaded from any device to social networking sites unless asked to do so by a teacher as part of schoolwork.

Recording, photographing or filming of classroom teachers is prohibited unless specifically permitted by the class Teacher.

SOUND, MUSIC, GAMES, OR APPS

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming on iPads whilst in school is strictly prohibited at all times.

Apps on iPads must not violate any terms of this policy or the school's Acceptable Use of Computers and the Internet Policy.

Apps provided by the school for school use remain the property of school at all times.

INTERNET ACCESS

Pupils may only access the internet through "school- provided' access.
Pupils are not permitted to access the internet via their own mobile connection 3G/4G functionality (or otherwise/ personal hotspotting) as this is unmonitored and unfiltered access. St. Mary's Grammar is not responsible for any material accessed by a pupil in this manner.

HOME INTERNET ACCESS/IPAD USE

Students are allowed to use their iPads at home for schoolwork and set up wireless networks on their iPads to assist them with homework's, coursework etc. It is the responsibility of the Parent/Guardian to monitor and oversee iPad use within the home setting.

Instructions regarding App Purchases/Apple Accounts are available to Parents/Guardians.

Parents/Guardians should be mindful of personal information stored by pupils on school provided iPads e.g. credit card/bank details/photographs. St Mary's will not accept responsibility for personal data that pupil's store. We assure you that we comply with the principles of the Data Protection Act; we will process data lawfully and fairly and any data held will be kept secure and safe within our managed system.

MANAGING YOUR FILES AND SAVING YOUR WORK

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Students will be guided through the creation, maintenance of backups and the use of Cloud accounts on the iPad. Pupils will be responsible for backing up on a regular basis.

SOFTWARE ON IPADS

Originally Installed Software
The School will provide software on iPads necessary for schoolwork. The Software/Apps originally installed by the school must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.

The school's remote management system monitors all Apps that are added and may be flagged if inappropriate Apps are added.

Periodic checks of iPads will be made to ensure that students have not removed required Apps.

INSPECTION

Pupils may be selected at random to provide their iPad for inspection so they comply with the iPad Policy as well as the Acceptable Use of Computers / Internet Policy.

PROCEDURE FOR RELOADING SOFTWARE

If technical difficulties occur or illegal software (e.g. non-St Mary's iTunes Apps), is discovered, the iPad will be restored to the default factory settings. 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 will be expected to download all updates prompted by Apple.

IPAD IDENTIFICATION

Student iPads will be labelled in the manner specified by the School. IPads can be identified in the following ways:
- Serial Number also known as the mobile device management system ID
- The Schools UIN (Unique Identifier Number)
- The school will enforce the enabling of Location Services on iPads in order to use the 'Find My iPad' app. This will be used as a security measure to minimise loss or theft.

IPAD SECURITY

Safety and Security

The school has invested in a Mobile Device Management system- Mobile Iron. This MDM system allows St Mary's to do simple things like send out apps and file automatically, to reset passcodes, update software and set restrictions to ensure IPads, when in school, work in accordance with the acceptable use policy. **This MDM system must never be removed from the iPad device.** Importantly it allows the school to protect the data on the iPad, so in the case of the iPad being lost or stolen the iPad can be locked, wiped, tracked and traced. The school can ensure with this in place the safety and security of the device. It is important to note that whilst the school can 'see' which apps are downloaded to the device, it has no access to material such as photos, videos, documents or web history.
Mobile Iron must be downloaded on to all devices to ensure that social media and gaming applications are not downloaded and accessed by pupils during school hours.

In addition to this tracking and tracing facility, we have available banks of **lockers** in school.

- Pupils can avail of this service if they wish to lock away their iPad at any time.

- Pupils can also leave their iPad at **pupil reception** during break time and lunch time for safe keeping.

Furthermore, we have extensive high specification CCTV coverage throughout the school site.

ACCEPTABLE USE

In addition to the school's Policy on the Acceptable Use of Computers and the Internet, the School permits use of the Apple iPad in a manner that supports the School's aims and objectives and is in line with all School Policies.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the School's network may be denied, and the appropriate disciplinary action shall be applied in line with **the school's Policy on the Acceptable Use of Computers and the Internet.**

PARENT/GUARDIAN RESPONSIBILITIES

Parents are expected to talk to their children about the values and standards that they should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, radio, iBooks etc.

Parents are expected to:

- ensure that their child keeps their mobile device safe and uses them in accordance with the school procedures outlined above.
- ensure that their child uses their device in accordance with school policies:
- allow their son/daughter to use their iPad at home to assist them with homework, coursework etc.
- to monitor and oversee iPad use within the home setting.
- to ensure their son/ daughter's online safety by supporting the guidance provided by St. Mary's Grammar.

Parents and students should familiarise themselves with the details of any iPad Insurance Plan in case of accidents, theft or misuse.

PUPILS' RESPONSIBILITIES

Pupils' responsibilities are to:

- Use Apple iPads in a responsible and ethical manner.
- Obey general School rules concerning behaviour and communication that apply to iPad and computer use.
- Use all computer resources in an appropriate manner so as to not damage school equipment.
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Report any email containing inappropriate or abusive language or if the subject matter is questionable.
- Pupils must install the "Find my iPad" application using their School e-mail credentials to aid recovery of lost or stolen devices.

PUPIL ACTIVITIES SPECIFICALLY PROHIBITED

In addition to the guidance outlined in the school's wider Policy on Acceptable Use of Computers and the Internet **pupils are not permitted to**:

- Illegally install or transmit copyrighted materials.
- Lend their iPad to anyone else unless specifically asked by a teacher
- Change iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- 'Jailbreak' their iPad.
- Download vault or ghost apps to keep content hidden
- Use or access another student's iPad.
- Leave their device on the School premises overnight.
- Attempt to modify, upgrade or repair iPads issued under this policy.
- Send or display offensive messages or material.
- Use obscene language or content.
- Damage to IOS, devices, computer systems or computer networks.
- Use other people's passwords
- Trespass in others' folders, works or files.
- Download illegal content or material that is suspicious.
- Upload any photo or video content taken in school to any social networking sites.
- Access their iPad on the corridors at breaktime or lunchtime.

STAFF RESPONSIBILITIES

We expect our staff to:

- Use the IPad in the classroom to enhance the teaching and learning experiences for their pupils.
- Follow relevant policies and procedures.
- To be role models, display good practice and provide leadership in the use of these devices.

LEGAL PROPRIETY

- Pupils should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure, he should ask a teacher or parent.

- Use or possession of hacking software is strictly prohibited. Violation of the law may result in criminal prosecution or disciplinary action.

DISCIPLINARY MEASURES FOR IPAD MISUSE
(ALL INCIDENTS ARE RECORDED ON SIMS)

Pupils will adhere to the ARUP at all times. Activity that is deemed misuse or inappropriate use of the iPad will follow the guidelines of our Behaviour and Sanctions Framework. Each case of misuse and misconduct using iPad technology will be considered on an individual basis.

VERBAL CORRECTION (Record on SIMS)
• Failure to bring iPad to school (1st offence in one term)
• Failure to bring iPad to school (2nd offence in one term)
• Using an iPad **during break time or lunch time**
MINOR IPAD MISUSE (3 POINTS: RECORD ON SIMS)
• Failure to bring iPad to school (3rd offence in one term)
• Using **Airdrop** in class without permission of the teacher
• Disrupting a lesson through improper use of **sound, music or notifications**
• Accessing internet during class **without permission** of the teacher
SERIOUS IPAD MISUSE (5 POINTS: RECORD ON SIMS)
• Accessing **games** during class, break time or lunch time
• Using **prohibited Apps** in school (Snapchat, Twitter, Instagram, Facebook)
• Using **Instant Messaging** services in school (eg: Facebook Messenger, WhatsApp)
• **Prohibited applications** found on iPad (including VPN)
• **Abusive or offensive language** stored on iPad
• Sending or receiving **iMessages** in school or during class
MAJOR IPAD MISUSE (10 POINTS: RECORD ON SIMS)
• **Using 'Facetime'** whilst in school
• Searching for **offensive or inappropriate material** on the internet on the iPad
• Accessing **another pupil's device**, applications or content
• Offensive or inappropriate **photos, images or video content on iPad**
• Recording sound or video in class **without permission of the teacher**
• Capturing images on camera in class **without permission of the teacher**
• **Uploading images**, sound or video content captured in school **to social media**

Please Note: This list is not exhaustive and is subject to change throughout the year.

Due to the changeable nature of digital technology and social media landscape, this list is not exhaustive. It will undergo periodic review and as such the school reserves the right to amend any sections or wording at any time.

INAPPROPRIATE USE

Any pupil who persistently refuses to co-operate or violates any aspect of the provisions of the iPad Policy or the Acceptable Use of Computers and Internet Policy may face other disciplinary action deemed appropriate in keeping with the school's Behavioural Management Policy.

Violations may result in disciplinary action up to and including suspension/expulsion for pupils. When applicable, law enforcement agencies may be involved.

Pupil iPad checks can be conducted by any member of staff at any time during the school day. These can be random and unannounced spot checks. **A pupil will be required to hand over their iPad to a member of staff if:**

- They have been using their iPad in an inappropriate manner identified in the list above.
- There is a suspicion that the iPad has unsuitable content or material stored on it;
- Forbidden software or applications have been downloaded on the device;
- A pupil has disrupted a lesson through improper use of an iPad;
- A pupil has misused their iPad to take photographs/video on the school premises which they have not received permission to do;
- The iPad or any of its features has been used for any form of bullying;
- Games are being played on the iPad in school time;
- The iPad has been used to breach any school rule/policy and general well-being of staff and pupils.

Acceptable and Responsible Use of iPad

Please click on the link in Showbie to show you have read and agree to the terms and conditions of our school AUP.