



## iPad Acceptable Use Policy

### Student Responsibilities:

- ❖ Arrive to school each day with a **fully charged iPad**. Students will not be allowed to charge their iPads during the school day
- ❖ iPads must be switched off and stored in your school bag during morning break
- ❖ iPads must be switched off and stored in **locked lockers** (using a 40mm lock) during lunchtime
- ❖ Keep the iPad within a **protective case** and in your **locked locker** when not in use
- ❖ Do not allow anyone else to use your iPad other than your parents or teachers
- ❖ The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad
- ❖ Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen
- ❖ Report any problems, damage or theft immediately to the Digital Learning Coordinator, Tutor, Year Head, Deputy Principal or Principal
- ❖ Report any issues and/or interference created by any other students because of iPad possession, use or ownership, immediately
- ❖ Do not subject the iPad to extreme heat or cold (do not store in vehicles)
- ❖ iPads are to be kept in lockers when students are on tours, trips and activities or kept at home if the student is not in school
- ❖ Before arriving to school and at the start of each class ensure that ALL APPS are closed
- ❖ APP downloads are for educational purposes only with the prior permission of the school
- ❖ The use of the camera and microphone feature of the iPad are strictly prohibited, in the interest of safety and protection of students, except when advised to do so for educational purposes by their subject teacher
- ❖ If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad
- ❖ Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important
- ❖ If an iPad is found unattended, it should be given to a staff member immediately

### Parental Responsibility:

- ❖ Parents purchase and own the iPads
- ❖ Parents need to provide a protective case that will prevent the iPad from breakage
- ❖ Parents should inspect the iPad each evening 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
- ❖ If the iPad is lost, stolen or damaged the school must be notified immediately. iPads that are believed to be stolen can be tracked through iCloud
- ❖ It is the responsibility of parents/guardians to ensure appropriate insurance cover is in place
- ❖ Parents should monitor student's use of iPads when not in school particularly during homework and study times
- ❖ Parents should regularly check the iPad for installed apps to ensure there is no inappropriate apps/material

**School Responsibility:**

- ❖ Substitution of Equipment – where defective, iPad will be replaced
- ❖ To enforce this policy, the Internet AUP, the Positive Behaviour Code and all School Rules
- ❖ 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

**Personal Health & Safety**

- ❖ Avoid extended use of the iPad while resting on your lap. The bottom of the iPad can generate significant heat.
- ❖ Take frequent breaks when using the iPad for long periods of time
- ❖ 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

**Misuse of iPad or Breach of Policies**

Students who breach this policy and/or the Internet AUP and/or any reasonable standards of use of the iPad will be subject to sanction.

I have read, understood and agree to abide by the terms of the foregoing iPad Acceptable Use Policy. I understand that my iPad is an educational tool and must only be used in a manner that is in accordance with the Acceptable Use Policy and the Internet Acceptable Use Policy of Sancta Maria College.

Should I in any way misuse the privilege of having an iPad I understand and agree that my access privilege may be restricted and/or removed and the school's Positive Behaviour Code will apply.

Student's Name (Print clearly).....

Student Signature:.....

Parent/Guardian Signature:.....

Signed PJ Gannon  
Chairperson of Board of Management

Date: 01.04.2019

Signed: Gerardine Kennedy  
Principal

Date: 01.04.2019