



CBS Thurles

iPad Responsible Use Policy

The policies, procedures and information within this document apply to all iPads used in the school. Teachers and other school staff may also set additional requirements for use within their classroom.

Students are obliged to be disciplined in the use of the iPad during class and study. By this it is meant that they will stay 'on task', and not misuse the iPad for inappropriate activity. 'Off task' use of the iPad can be defined as the opening or use of any application not specified by the teacher, and the use of any iPad functionality not directly related to the lesson or task or directed by the teacher./ Failure to stay 'on task' will invoke the full rigor of the disciplinary code on the student.

Users Responsibilities

- Users must use their Griffin protective cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: never drop or 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.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without the teachers' and that persons' consent.
- The iPad is subject to routine monitoring by the staff of CBS Thurles. Devices must be surrendered immediately upon request by any member of staff.
- The iPad must remain free of any writing, drawings, stickers or labels with the exception of those for identification purposes.
- Your Apple id must be configured with the CBS Thurles apple id account to ensure the device and applications work effectively and correctly.
- CBS Thurles is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.
- The lock screen picture must be the students name for identification purposes.
- Users in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity. The following disciplinary steps will be followed if a student violates any part of this policy. The initial step on the scale of discipline will depend on the gravity of the offence.

- Step 1 – Warning, communication with parents.
- Step 2 – 1st Report, detention, suspension of iPad use for a period of time
- Step 3 – 3rd Report, detention, longer period of suspension of iPad use.
- Step 4 – 4th Report, suspension from academic and other school activities, removal of iPad use.
- Step 5 – Referral to the Board of Management for further sanction up to and including expulsion.

Additional Responsibilities for Pupils

- If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion.
- Pupils must not use their iPad on school corridors; on their walking journeys to and from school or outside of the school buildings (unless with the Teachers' permission).
- In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil.
- iPads are not allowed in the toilets under any circumstances. Leave the iPad in the classroom or locker, as appropriate.
- **Safeguarding and Maintaining as an Academic Tool**
- iPad batteries are required to be charged and be ready to use in school.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Academic content takes precedence over personal files and apps.
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad safe and secure. iPads must be stored in lockers during all break times.
- iPads belonging to other users are not to be tampered with.
- If an iPad is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, the ICT Technicians/ Year Head to Principal must be notified immediately.

iPads that are believed to be stolen can be tracked through iCloud.

Prohibited Uses (not exclusive):

- Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Users are not allowed to have music and install apps on their iPad.

- Cameras –The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation. The camera will only be used with the expressed permission of the classroom teacher.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Misuse of Passwords, Codes or other Unauthorised Access: Users must set a passcode on their iPad to prevent other users from misusing it.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple/Wriggle. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions. Students must have their name as the screen saver.
- CBS Thurles reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

Monitoring/Evaluation/Review

This policy will be reviewed and updated regularly, taking into consideration implementation issues that may arise.

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name: _____

Class: _____

Date: _____

Parents Guardians Signature: _____

Passed by Board of Management on 19th May 2014