COLÁISTE EOIN

Policy re Acceptable Use of iPAD

This document outlines the responsibilities which students of Coláiste Eoin and their parents/guardians assume when they decide to use iPADS in school for educational purposes. Please read this policy and sign the form of undertaking in order to indicate that you agree to comply with this policy.

Basic Guidelines

- Students are only permitted to use the iPAD for educational purposes in Coláiste Eoin. The purpose of the iPAD is to aid classroom learning.

- Students will be very careful when using the iPAD. Students are responsible for their iPAD at all times. It will be carried in a suitable protective casing and will be handled with care.

- The iPAD may not be used during break time or lunch time. When not in use during class time or study time it will be locked in the student's locker.

- Students in Coláiste Eoin are expected to comply with copyright regulations, to respect private personal information and to protect private and reserved data and information which pertains to Coláiste Eoin.

- The student to whom the IPAD has been deployed is responsible for acceptable use of the device at all times.

- Outside of school hours the parent/guardian is responsible for supervising the use of the IPAD.

Acceptable Use

The use of resources is a privilege which confers responsibility on users. It is imperative that students AND parents read this policy in relation to use of the iPAD and sign the declaration. Should any queries arise or any clarification be needed, please contact management PRIOR to signing the declaration. If the network or the iPAD is used in an inappropriate manner sanctions as outlined below will apply and the student will lose his technological privileges.

Unacceptable Behaviour (which includes but is not limited to the following):

1. Use of the iPAD for illegal activities including breaches of copyright or contracts as well as downloading unsuitable files including viruses, filesharing programmes, hacking programmes or any other form of inappropriate files.

2. Disabling or bypassing any monitoring system, filtering system or security system or making any attempt to disable or to bypass such systems.

3. Electronically posting personal information or information about another (such as address, phone number, photographs etc.).

4. Altering data, computer configurations or files pertaining to another, opening restricted network files or becoming involved in any other form of malicious technological vandalism.

5. Displaying any behaviour which is deemed illegal by national or local legislation.

6. Wasting or abusing resources through overuse of bandwidth or by unauthorised use of the IT system (such as internet radio, on line gambling or downloading media files).

7. The iPad must not have its own SIM Card and it is forbidden to tether it to the hot spot of a phone or similar. This is to ensure that it can only use school wifi with the consequent security which this enjoys.

Sanctions

Suspension or termination of technological privileges in addition to other possible disciplinary measures may result from non-compliance with this policy.

Coláiste Eoin co-operates with local and state offices including An Garda Síochána in any investigation with regard to criminal breaches of computer and IT legislation. Network content and email records may be legally sought by and released to the appropriate authorities as evidence of this type of crime.

Review

This policy will remain valid pending any further notification, updating or alteration by Coláiste Eoin.

Appendix 1: Classroom Rules

1. Students are not permitted to download or possess any type of social media apps on their iPAD at school unless sanctioned for educational purposes by a specific teacher These include Snapchat, Instagram, Facebook, Viber, What's App and Twitter. Games or personal pictures / photographs may only be downloaded at the discretion of a parent.
2. Students are not permitted to use the iPAD other than in class and in this case only with the permission of the subject teacher.
3. The iPAD may not be brought along to extra-curricular activities, to games or on school trips or tours unless otherwise directed by a teacher.

4. The iPAD camera may not be used unless permission is given by a teacher.
5. The iPAD must be kept locked, in its cover and in a horizontal position on the student's desk unless otherwise directed by a teacher.
6. If a teacher believes that a student is mis-using an iPAD, the teacher will ask the student to hand over the iPAD. The student is obliged to hand over the iPAD immediately and Coláiste Eoin reserves the right to examine the contents of the iPad.
7. An appropriate sanction will be invoked if a student forgets his iPAD ar does not have the iPAD charged.
8. An appropriate sanction will apply if a student sends a message or opens an inappropriate site during class.
9. Subject teachers, Class Teachers and Year Heads will conduct random and regular checks on iPADs.

<u>Parents Guardians are requested to undertake regular checks on the iPAD at home.</u>

The following sanctions will apply if students are found in breach of the above rules.

Step 1: The subject teacher will speak to the student. Parents / guardians will be informed.

Step 2: The Class Teacher will speak to the student. The student will be given one hour's detention. Parents / guardians will be informed.

Step 3: The Year Head will speak to the student. The student will be given two hour's detention. An appointment will be made for parents / guardian to meet the Year Head. Parents and Year Head may jointly decide to place a restriction on the use of the iPad and remove games etc. for an agreed period at any stage.

Step 4: The Deputy Principal will speak to the student. The student will be suspended for one day. Parents/guardians will meet the Deputy Principal.

Step 5: If the problem persists, school management will discuss the situation and an appropriate sanction will be applied.