

## **4.8 iPad/eBooks Acceptable Usage Policy**

### **Introduction**

In St. Michael's College we acknowledge the support of our parents in the iPad initiative. We anticipate this support will continue and that this initiative will enhance teaching and learning for all participating students.

This policy must be read in conjunction with the St. Michael's College Acceptable Use (of the Internet) Policy.

### **Equipment**

Parents are responsible for purchasing the iPad and the school facilitates eBooks on to the iPads. Parents are also responsible for the safe-keeping, repair and insurance of their sons iPad. Whilst parents retain ownership and possession of the iPad, they agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware. Usage, within the school is a privilege and not a right. Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach this Policy, the school's AUP and the Code of Behaviour and School Rules.

### **Damage or Loss of Equipment**

Students must report any damage or loss to the Class Teacher, the Principal and or Deputy Principal, who will determine necessary action. All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If an iPad is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the iPad. If an iPad is damaged, the school will work with the student and supplier to resolve any warranty issues

### **Standards for Personal iPad Care**

#### **Student Responsibilities:**

- Arrive to school each day with a fully charged iPad.
- Keep the iPad within a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents.
- Adhere to this policy and the (AUP) of St. Michael's College at all times.
- Students are advised to take precautions while using any form of public transport, including travelling on public footpaths or cycle paths, to and from school while carrying their device.
- When using an iPad in class the pad must be flat on the desk. Use of the camera (screen shots, photos video etc.) can only take place in school or attending school activities with the teachers permission.
- Apps can only be downloaded to the iPad with the schools permission. A list of approved apps will be available.

- Report any problems, damage or theft immediately to your Class Teacher and/or Principal and/or Deputy Principal.
- Report any issues and interference created by any other student because of iPad possession, use or ownership.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, management will presume that the damage and/or interference took place outside of school time.
- iPads are to be left in lockers during break/lunchtime and whilst students are on tours, trips and activities.
- Do not interfere with any safety systems installed on the iPad.

### **Parental Responsibilities**

- 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.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- St. Michael's College has a filtering system in place a filtering system which prevents access to inappropriate material on the internet. Parents need to ensure that a similar system is in place at home and should monitor their child's usage of the internet.

### **School's Responsibilities:**

- To enforce this Policy, the AUP and the Code of Behaviour and School Rules.
- To make every effort to ensure quiet use and enjoyment of the iPad by all students.
- 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.

### **General Care**

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.

### **Carrying the iPad**

- Transport the iPad in the iPad case, safety case and school bag whilst travelling to and from school and during the school day.
- Leave the iPad in locker when not in use.

### **Screen Care**

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Cover – Screen Cover prevents against scratches.

### **Personal Health & Safety**

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- 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.

### **Restricted Use and Confiscation**

Students who breach this Policy and/or the AUP and/or any reasonable standards of user of the iPad will be subject to the School Code of Behaviour and School Rules. A student may be put on restricted/limited access to the iPad, at school management discretion, during the school day, for a limited period, until such time as the school management determines the student has satisfied the conditions for non-restrictive use as specified by the school management. An iPad may also be confiscated for a limited period because of misuse either by the student or any other student. Reasons for placing a student on Restrictive Use and or confiscation include, but are not limited to the following:

- Excessive damage
- Excessive loss
- Non-acceptance and/or compliance with this policy and the AUP.
- Inappropriate use of any App which includes the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- Failing to follow the flat desk policy in class.
- Violating standards for Personal iPad Care.
- Failing to co-operate with school's investigations of misuse of iPad.
- Repeated failure to bring iPad to class/failure to bring fully charged.

This version of the iPad Acceptable Use Policy was created during the school year