

Luttrellstown Community College



iPad Acceptable Use Policy

The policies, procedures and information within this document apply to all iPads and any other IT devices used in LCC/CnaT. Teachers, school staff may also set additional requirements for use within their classrooms. This policy operates in conjunction with Code of Positive Behaviour, Anti-bullying Policies and all other LCC/CnaT policies.

In Luttrellstown Community College/ Coláiste na Tulchann we promote a 'one to one' iPad device for teaching and learning. We are extremely proud of the quality of teaching and learning at our school which has been enhanced by the use of this technology

Students/parents who wish to engage with LCC/CnaT's iPad choice must purchase an iPad device managed through the 'Wriggle programme' so that the iPad device can be set up and monitored as an educational tool. The iPads will be governed by the College's selected management software, currently being a 'Managed Apple ID'. The iPads consequently will be:

- 'locked-in' to an Apple ID
- Unable to remove iPad management software
- Managed by teachers in relation to 'apps' etc. that can be downloaded onto their device.
- Using an app called 'Apple Classroom', teachers have additional controls in the classroom such as:
 - the ability to lock students into a specific app or website during a lesson
 - to temporarily lock students out of their iPad device for part/all of the lesson.

iPads purchased outside of the Wriggle Programme

Students purchasing an iPad outside of the Wriggle programme must have the College's approved management software installed. It is the parent's responsibility to have the relevant management software installed. If this management software is not installed the student will not be permitted to bring their device into school.

In cases of repeated misuse, we reserve the right to withdraw permission for an individual student to use an iPad in the school. If permission is withdrawn, then the student in question must not bring an iPad to school until the Caomhnoir, Príomhoide or Príomhoide Tánaisteach believes an appropriate period of time has elapsed.

When students leave and are no longer enrolled in the College they should contact Wriggle to have management software removed.

The following applies to ALL devices:

Responsibilities

- iPads will be setup with passcodes by 'Wriggle'. This passcode must not be revealed to other students. Parents and students are required to save passwords in locations accessible only to them. Locked iPads will have to be reconfigured by an outside vendor at a cost to parents.
- Students are not permitted to change passcodes without permission from their tutor.
- Users are strongly advised to use protective covers/cases for their iPads. We recommend the 'Survivor Griffin' case or heavy-duty equivalent.
- 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.
- The iPad should not be exposed to extreme hot or cold temperature conditions.
- Do not store or leave unattended in vehicles.
- 'On-desk' policy (iPads are to be placed flat on desk during class lessons unless otherwise advised by class teacher).
- Users may not photograph/video or record any other person. The photograph/video/record functions can only be used with a teacher's instruction and while being supervised by the teacher.
- The iPad will be subject to routine monitoring/history checked by staff in LCC/CnaT. iPads will be routinely monitored during tutorials by the class tutor and ICT coordinators to ensure the functioning of the management software. This is in addition to occasions where any staff member can request for a student to hand up their iPad should a teacher feel there is a potential misuse of the iPad in which case the iPad will be confiscated.
 - Devices must be handed up immediately upon request by any member of LCC/CnaT staff including those who supervise after school study and extra-curricular activities. The student must provide their log in details also if requested by the staff member.
 - Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies, such as Tusla or An Garda Síochána, in the event of illegal activity (Refer to 'Prohibited Uses' paragraph).
- A student is not permitted to delete their history on their device unless otherwise advised.
- LCC/CnaT is not responsible if the iPad device is lost, stolen or damaged.

Additional Responsibilities for Students

- If an iPad is left at home or is not charged or charged sufficiently, the user remains responsible for completing all schoolwork as if they had use of their iPad. Normal school rules apply. Device charging in school is not permitted.
- Malfunctions or technical issues are not acceptable excuses for failing to complete schoolwork, unless there is no other means of completion.
- The general need to carry books to and from school should be replaced if a student has an iPad, however some teachers may deem it necessary to ask students to bring in a book, especially a workbook. A student should also have access to their books at home in the case of an iPad malfunction.
- Students must not use their iPad in school corridors, on their journeys to and from school or outside on the school grounds, unless with the teacher's permission and under teacher supervision).
- Students may not use their iPads between class lessons. Teachers will give instruction to close iPad cover and place on desk after lesson has finished. The iPad must remain on desk and cover must remain closed until instructed by teacher who will be responsible for the next lesson.
- Students are not permitted to use their iPads at break-times. iPads are required to be stored in student lockers at these times. In the event that lockers are out of use, then the iPad should be kept in a student's bag instead.
- In the event of any disciplinary action (e.g. confiscation), the completion of all class work remains the responsibility of the pupil. It should be remembered that the iPad is an educational device.

Parental Responsibilities at home

- It is the responsibility of parents to monitor their children's use of their iPad and online activity while at home. Please be sure to have a copy of the passcode.
- We advise parents to take due diligence in relation to student internet access and use of camera & video.
- We advise parents to regularly monitor internet history on their child's iPad device
- Ensure only correct charging device is used with the iPad device (Do not use iPhone charger to charge iPad (and vice-versa)
- Ensure only that the 'Apple ID' provided by Wriggle on deployment day is the only ID installed on the iPad. Any other Apple ID is prohibited.

Parents applying iPad built-in 'restrictions' using a passcode

Parents should exercise great care if applying additional restrictions to their child's iPad. Such features may require a password to apply/unlock and if this password is forgotten the device must be reset to factory settings to facilitate a 'reinstall'. It will be the parent(s) responsibility to reset the iPad device to its original settings should this arise. This may

require contacting 'Wriggle' to assist with this process and/or re-downloading eBooks and approved Apps.

If an iPad becomes disabled it is parent(s) responsibility to contact 'Wriggle' to seek assistance with the resetting process and/or re-downloading eBooks and approved Apps.

Safeguarding and Maintaining as an Academic Tool

- iPad batteries are required to be fully charged every morning and ready to use in school.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Academic content takes precedence over approved additional files and apps. Tutors will advise and approve any apps requested by students. This will be monitored by the LCC/CnaT Care Team and/or technical staff.
- The whereabouts of the iPad should be known to the owner at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered with in any manner. Sanctions will apply if this happens.
- If an iPad is found unattended, it should be given to the nearest member of staff or brought to the office.
- Any decision relating to the management and use of iPads will be made by designated staff member in consultation where necessary with Príomhoide.

Using the iPad in Class

Use of an iPad in class requires students to observe the important points outlined below:

- Only Wriggle 'deployed' iPads and devices with approved management software are permitted on school premises.
- Students are subject to individual teacher classroom management rules and should follow all instructions of their teacher in class. If a teacher asks students to bring in and/or use their iPad, students must adhere to previous point above.
- Students are not allowed to use any app which is unrelated to class work during class.
- Teachers have the authority to view the any apps on a student's iPad, without any objection from them.
- When requested students must unlock and provide login details as requested by any staff member.
- Students are prohibited from deleting internet history unless given specific instruction by class teacher.

- Students should ensure that their eBooks are installed and working properly. Any issues or faults with eBooks should be reported to initially to class tutor.
- Usernames and passwords for eBooks are the responsibility of parents and records of these should be kept in a safe place, for example, in the 'notes' application(app) of each pupil's iPad.
- Students should take care not to leave their device in any position/place where damage may occur.
- LCC/CnaT currently has a service agreement with Microsoft. Students should only use the Microsoft account (email address) supplied by the school for schoolwork. This account gives students access to a wide array of apps and services; Outlook, OneDrive, Word, Excel, etc.

Ethical and Responsible Use of Artificial Intelligence (AI)

- **Responsible Device Use** AI use must follow the existing Acceptable Use Policy (AUP) for digital devices, including school iPads. AI apps or devices not approved by the school are not permitted.
- **Teacher Permission First** AI tools may only be used in class or for homework with the clear permission and supervision of a teacher.
- **Transparency at All Times** Students must be honest about using AI in their work (e.g. stating when it has helped draft an answer or complete a task).
- **Respect for Learning** AI must support—not replace—learning. Work submitted should reflect the student's own understanding and effort.
- **No Misuse or Deception** Using AI to cheat, plagiarise, fabricate results or impersonate others (e.g. generating fake notes or excuses) is a serious breach of the Code of Positive Behaviour.
- **Respect for Others** AI tools must never be used to create or share inappropriate, offensive, or harmful content about others in the school community.
- **Privacy and Safety** Students must not upload or share images, names, or personal data of themselves or others without explicit permission.
- **Educational Purpose Only** AI tools should be used to enhance learning—not for entertainment, distraction, or creating content unrelated to school work.
- **Support Wellbeing and Integrity** Any AI use must reflect the school's and DDLETB's values of respect, care, community and equality – underpinning excellence in education It should never undermine student voice, effort or confidence.

- **Sustainability Awareness** Students are encouraged to use AI mindfully, recognising that large-scale digital technologies carry environmental costs. AI should be used purposefully and only when necessary, in line with the school's commitment to environmental responsibility.
- **Teacher and School Oversight** The school reserves the right to inspect, restrict or guide AI use at any time to ensure it aligns with the school's ethos and Code of Behaviour.

Lost, Damaged or stolen iPad device

- LCC/CnaT is not responsible if the iPad device is lost, stolen or damaged. The purchase of a protective case as mentioned earlier is strongly advised. Wriggle will assist, where possible, if an iPad is lost or stolen.
- If the iPad is lost, stolen, or damaged, it should be brought to the attention of LCC/CnaT immediately.
- 'Find my iPad' app should be turned on at all times. This is the student's/parent's responsibility.
- iPad insurance (if required) is the responsibility of the parent. There is a wide variety of insurance options available ranging between €50 and €80 per year.

Prohibited Uses (not exclusive)

- Students are not permitted to turn on 'Bluetooth' or to use 'Airdrop' without teacher's permission.
- Accessing inappropriate materials — Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Any recording of a fellow pupil/s or staff is expressly forbidden unless under teacher direction and supervision.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Users are not allowed to have music and install apps on their iPad which do not comply with copyright.
- No apps can be downloaded without the consent of class teacher or tutor. Prior to downloading ALL apps need to pre-approved by class teacher/tutor.
- Downloading / accessing social media sites on iPad device is strictly prohibited.
- Use of Cameras/video and microphone in school is ONLY allowed under the direction and supervision of a teacher. Users must use good judgment when using the camera. 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.

- Posting of images/movies on the Internet into a public forum is strictly forbidden, without the express permission of the teacher or in the case of staff use, the consent of a member of LCC/CnaT's senior management.
- Any user attempting to gain access to another user's accounts, files or data may be subject to disciplinary action.
- Malicious Use/Vandalism —Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- 'Jailbreaking': this is the process which removes any limitations placed on the iPad by Wriggle/School authority. Under no circumstances should the installed management software, operating system or network configurations (VPN etc.) be interfered with.
- The use of VPN (or similar) apps to circumvent the Department of Education's Broadband firewall is strictly prohibited. The installation of additional Configuration Profiles, such as vShare, is also prohibited.
- The Board of Management (BOM) will select the appropriate management software for student iPad devices in LCC/CnaT. This will be reviewed annually by the board.
- In the event that a student's password is compromised, the student must inform their tutor or Caomhnóir immediately.
- 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 delete any file/app/recording material from their device if instructed to do so by a member of LCC/CnaT staff.
- Individual users are responsible for the setting up and use of any home internet connections. LCC/CnaT has no responsibility in this area.
- Users should be aware of and abide by the guidelines set out by the iPad Acceptable User Policy (AUP) which is signed as part of enrolment as a student in LCC/CnaT.
- LCC/CnaT reserves the right to confiscate and search a student's iPad to ensure compliance with this Acceptable User Policy.
- Using an iPad to access material in an in-person exam or online exam (unless authorised by a teacher in advance) is prohibited and evidence of such may result in sanctions being applied.
- Using an iPad in 'incognito' mode or any other private viewing capacity is strictly prohibited and sanctions may be applied regardless of the College's ability to view the History.

Contract for Use of iPad at Luttrellstown C.C./Coláiste na Tulchann

Parent/Guardian must read and sign below:

I have read, understand and agree to abide by the terms of the Luttrellstown Community College/ Coláiste na Tulchann iPad Acceptable Use Policy (AUP).

Parent Name: _____ Signature: _____

Date: _____

Parents/Students please confirm the key points (student contract) of iPad Acceptable Use Policy outlined below:

Student Contract for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never lend my iPad to others.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery every night.
6. I will keep food and drinks away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by keeping it in its protective case at all times.
9. I will use my iPad appropriately and will not download/access social media sites.
10. I understand that my iPad is subject to inspection at any time without notice.
11. I will keep my iPad in the lockers (or bag if lockers are out of use) at break times and I will not use my iPad on the corridor or between classes.
12. I will only use the camera/video or the microphone under teacher instruction and supervision.
13. I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my teacher.
14. I will adhere to iPad 'On-desk' policy (iPads are to be placed flat on desk during class lessons unless otherwise advised by class teacher).
15. I understand that the iPad is primarily an EDUCATIONAL tool. Therefore, I will only download apps that have been pre-approved by class teacher/tutor ii. only with class teacher/tutor permission
16. I will not interfere with 'Wriggle' device management software, operating system, or any network settings.
17. I agree to abide by the iPad Acceptable Use Policy (AUP) in its entirety.

Student Name: _____ Signature: _____

Date: _____

Parent Name _____ Signature: _____

Date: _____

Monitoring and review

Luttrellstown Community College/Coláiste na Tulchann will monitor, review and evaluate this policy and all related work and procedures on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This policy was adopted by the Board of Management on: 15- December 2025

Signed: 

Chairperson of Board of Management.

Date: 15- December 2025

Signed: 
Principal.

Date: 15/12/2025

Date of next review: 15/12/2027

