



Mount Sackville Secondary School

iPad Responsible Use Policy

1. Aim of the policy

The aim of this policy is to ensure that students benefit from digital teaching and learning opportunities. Mount Sackville Secondary School seeks to provide a safe, secure and holistic learning environment that promotes mutual respect and responsibility among all members of the school community. Introducing mobile learning to the classroom enables students to develop the 21st century skills that will be a central part of their third level education and their social and working lives in the future.

The information within this document applies to all students using iPads in Mount Sackville Secondary School. Teachers may also set additional requirements for use within their classroom.

It is envisaged that school management, teachers, the Student Parliamentary Council and parent/guardian representatives may revise the Mount Sackville Secondary School iPad Responsible Use Policy every two years.

Before signing, the *iPad Responsible Use Policy* should be read carefully to ensure that the conditions of use are understood, agreed to and fully accepted.

This policy is directly linked to the: The Code of Positive Behaviour and Bí Cinealta Policies.

2. iPad Deployment

- Mount Sackville works with Wriggle for iPad deployment.

- Each student will be provided with instructions on how to set up her iPad. Mount Sackville kindly ask parents/guardians to follow these instructions and have the iPad ready to use ahead of classes starting in September.
- Wriggle provide supports for parents/guardians on this matter.
- There will be an introductory session with tutors in the induction week, in August. 1st year Tutors and staff will support students to get their iPads ready for September.
- Wriggle will work with Mount Sackville Secondary School to manage and offer technical support for each student's iPad for three years from the iPad deployment date.
- Each student will be allocated a school email address, her account will be activated, and passwords set up.
- To identify the owner of each iPad all students will be required to set and maintain their screensaver to a photo of their timetable along with their name.

3. Responsible Care of your iPad

- Mount Sackville Secondary School request the use of the allocated Case as the protective covers/case for your iPad. The Mandatory Case is available from Wriggle.
- Mount Sackville Secondary School request that your iPad be insured against loss or damage. Home insurance policies may provide insurance cover; however, Wriggle can advise on suitable insurance if necessary. You must not store or leave your iPad in a car.
- Each student is expected to follow the manufactures guidelines in relation to care and cleaning of their iPad.
- You should always know the whereabouts of your iPad.
- You must never use an iPad belonging to another student or lend your iPad to another student.
- It is important that you know that it is your responsibility to keep your iPad safe and secure.
- **You may not use the camera function on your iPad at school except at the direction of the teacher.**

4. Personal Health and Safety

- It is advised to follow best practice guidelines when using your iPad including, taking regular breaks, avoid extended use of the iPad.
- Your iPad is only to be used during class time or with the permission of your teacher. This is to ensure that you don't become over reliant on the device and so that you take the time to socialise with your peers.

5. Maintaining your iPad as an Educational Resource

- Please charge your iPad at home each evening. When your iPad is charging and connected to a Wi-Fi network your files will be backed up. This is essential in case your iPad is lost or damaged, so that you do not lose your work and your files.
- If you arrive to school without having charged your iPad, your ability to take part in class will be impacted. If this happens on more than two occasions, sanctions will apply.
- If you leave your iPad at home or do not have your iPad fully charged, you are still responsible for completing all schoolwork as if you had use of your iPad.
- Please ensure that the iOS updates are completed routinely to guarantee efficient operation of your iPad. If you do not do this regularly your iPad screen may freeze or have other technical issues and you may be unable to use it for your schoolwork.
- You must begin each class by ensuring that all previous applications are closed.
- In class, you may only open subject specific applications as directed by your teacher.
- Teachers have the right to check if applications are open on your iPad to support your responsible use of iPad technology.
- Please take care when deleting files from your iPad as deleted files cannot be recovered.
- You must ensure that you always have enough memory space on your iPad for your school files and educational applications. It is of utmost importance that you understand schoolwork takes precedence over personal files and applications, as memory space on your iPad is limited.

- Malfunctions or technical issues arising from your misuse of the iPad are not acceptable excuses for failing to complete schoolwork.
- Your iPad must not be in use while you are moving from one class location to another as an accident can easily occur.
- You must protect your iPad from liquid spills and/or all water outlets.
- In the event of any disciplinary action, the completion of all class work remains your responsibility.
- Your iPad is subject to routine monitoring by Mount Sackville Secondary School.
- Any teacher may check your iPad content.
- In addition to using your iPad in class, subject specific copies and/or workbooks will be required for all written work. These will need to be purchased by each student.
- At deployment there will be some apps already uploaded on your iPad. Mount Sackville Secondary School teachers **may** recommend further apps that students may require to partake fully in a subject specific lesson. For example: 'Flashcardlet' a free app or 'Notability' approximately €2.99 to support revision for learning.

6. Lost, Damaged or Stolen iPad

- If you lose or damage your iPad, you must inform your Tutor / Dean / Deputy Principal/ Principal immediately so that your iPad can be immediately tracked through iCloud.
- If you find an unattended iPad, you should give it to the nearest member of staff immediately.
- Mount Sackville Secondary School is not responsible for the financial loss of or damage or to your iPad.
- Mount Sackville Secondary School is not responsible for the financial or other loss of any personal files that may be deleted from your iPad.

7. Substitution of Equipment

- If your iPad is inoperable, the school will try to provide a spare iPad or books for use while your iPad is being repaired or replaced. This policy remains in effect for the substitute iPad. However, only one substitute iPad will be provided to a student at any one time.
- If the student damages the replacement iPad, the cost of repairing or replacing must be borne by parents/guardians.
- If the replacement iPad is not brought to school, or it is brought to school uncharged, a second replacement iPad will not be provided.

8. Prohibited Uses (Not Exhaustive)

- All material on your iPad must adhere to the Mount Sackville Secondary School *iPad Responsible Use Policy*. You have no permission to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Students must not create, send, post, stream, forward, share, download, upload, like or follow discriminatory, defamatory, harassing, bullying, offensive, abusive, obscene, mean-spirited, or threatening; comments, videos, images, posts, material, content, messages, audio in relation to any member of the school community, that may reasonably be considered to cause harm, offence, or hurt or to start or spread rumours.
- You may not set up or participate in viewing or exchanging of inappropriate or obscene material that could reasonably be considered as being degrading, bullying or humiliating any member of the school community.
- Teams may not be used to message other students during the school day.
- Students should not email teachers outside of working hours (8am-6pm).
- Student may not create groups with the intent of excluding other classmates.
- Students should not use their iPad to criticise members of the school community, including other students and staff.

- You may not use the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- You may not download *Snapchat* or similar applications to your iPad as this will result in a disciplinary action.
- You may not download or install any other application than those approved by the school or your teacher.
- You may not illegally download music or applications on your iPad.
- You may not create a Social Media account that impersonates or may be associated with the school without permission from the principal.
- Use of the camera function on your iPad is strictly prohibited unless at the direction of your teacher.
- Use of the video function on your iPad is strictly prohibited except at the direction of your teacher.
- Use of the microphone on your iPad is strictly prohibited except at the direction of your teacher.
- You must not use your iPad to support tests or exams, unless told to do so by your teacher.
- You must not share the password to your iPad with ANY other student. Any student found attempting to gain access to another student's iPad will be subject to disciplinary action.
- You must not share your password to your email or any other accounts with ANY other student. If a student is found attempting to gain access to another student's iPad, she will be subject to disciplinary action.
- Any attempt to destroy hardware, software or data on your or any other student's iPad will result in disciplinary action.
- Any attempt to remove the security setting installed results in a less secure device and is strictly prohibited.

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- Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures is strictly prohibited and will result in disciplinary actions.
- If you are in breach of the *iPad Responsible Use Policy* you may be subject to disciplinary action, and/or confiscation of your iPad, and/or removal of iPad content. (This list is not exhaustive.)
- Mount Sackville Secondary School reserves the right to refer to external agencies in the event of illegal activity.

The Mount Sackville Secondary School ***iPad Responsible Use Policy*** aims to secure a safe and educational environment where the opportunities afforded by digital technology are availed of and harnessed for the benefit of each student who uses an iPad in school.

I have read, understand, accept and agree to the Mount Sackville Secondary School iPad Responsible Use Policy.

I will make every effort to uphold its content.

If I am in breach of this policy, I am aware of, and willing to accept the sanctions as per the Code of Behaviour imposed.

Student's Signature: _____ Date: _____

Parents /Guardians Signature: _____ Date: _____