

ST Tierney's Primary School



Mobile Phone and I-Pad Policy

Rationale

Mobile phones, digital cameras, ipods, iPads, tablets and game consoles such as Nintendo 3DSx1, PSP are now a feature of modern society and many of our pupils own one or more of these devices. Increasing sophistication of mobile phones and other technological devices present a number of issues for schools:

- The high value of many phones and such devices indicated above.
- The integration of cameras into phones and other devices leading to potential child protection and data protection issues.
- The potential to use the phone e.g. for texting whilst on silent mode.

Aims

Our core business of teaching and learning needs to be free from unnecessary distractions and interruptions. In order that the safety of all pupils is protected mobile phones, cameras and game consoles will not be permitted to be used on the school premises. Should parents feel that their child requires a mobile phone to ensure their safety whilst travelling to and from school they are required to complete the contract attached which both parent and pupil must sign and return to the school. The phone will be handed to the secretary at the beginning of the school day; the child's name marked on the phone, and will be secured in the office until the close of the school day. The phones will be returned to the children by the class teacher at the end of the day.

**If a pupil breaches these rules the phone/electronic device will be confiscated and given in to the office. It will be returned to the pupil the following day on receipt of a letter from parents.*

GUIDELINES ON MOBILE PHONE USE:

ALL STAFF:

- During teaching time, playground duty and during meetings mobile phones will be switched off or be on silent mode.
- Except in urgent or exceptional circumstances mobile phone use is not permitted during teaching time, while on playground duty or in meetings.

PUPILS:

- There are no reasons why a pupil should have a mobile phone or other electronic device in their possession whilst at school.
- If a pupil needs to contact his/her parents/guardians the necessary arrangements can be made through the office.
- If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

INAPPROPRIATE USE OF MOBILE PHONES

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well-being of any person.

GUIDELINES ON IPAD USE

Care of iPad

- User must use protective covers/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 screening 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.
- You will not 'jailbreak' the device.
- In the case of loss, theft or other damage occurring outside of school, users accept full responsibility to repair, replace or make good the iPad to its original state.

Acceptable Use

- Use of the iPad should be considered the same as any other technology tool provided by the school.
- The user will abide by the schools Internet Acceptable Usage policy with regard to iPad usage.
- E-mail list of apps needed to ICT co-ordinator and they will consult the principal before purchasing.
- To ensure that all apps meet with the requirements of the schools Internet Safety-AUP (Acceptable Usage Policy) and ICT Policy.
- To inform the ICT co-ordinator of any apps that do not meet said requirements and remove them from your device.
- The iPad will not be synched or attached to your home or personal computer.
- To not use the device to store personal documents such as video or audio material other than which is directly related to your school needs.
- Use of the camera only permitted in line with the Child Protection Policy.
- You will not remove profiles or restrictions placed on the device.

Security

- To enforce a four-digit passcode on the device and provide this on demand to the school management team.
- To ensure that the passcode of your device is held only by you and your classroom assistant and not divulged to pupils.
- To not allow any pupil to use the iPad for any purpose except for curricular purpose under a controlled environment in the presence of a member of staff

Safeguarding and Maintaining as an Academic Tool Each iPad

iPads should be charged and ready to use in school every day. When the iPads are charging they will be saving all information onto iCloud. Any items that are deleted from the iPad cannot be recovered. The memory space on the iPads, are limited, so only school documents/materials should be stored. Each member of staff should know the whereabouts of their iPads at all times. It is their responsibility to ensure that the iPad is kept safe and secure. iPads should not be shared or tampered with in any matter. If an iPad is found unattended, it should be given to the ICT co-ordinator or SMT member straight away.

Lost, damaged or Stolen iPad

If the iPad is lost, stolen or damaged, the ICT co-ordinator should be notified immediately. iPads that are believed to be stolen can be tracked through iCloud.

Prohibited Uses of iPads

- Accessing Inappropriate Materials – All material on the iPad must adhere to the ‘Internet Safety – An Acceptable Usage of the Internet.’ 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. An email should be sent with relevant apps to the ICT co-ordinator who will ask permission from the Principal/Vice Principal.
- Cameras- Users must use good judgement 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 room, regardless of intent, will be treated as a serious violation.
- Images of other people may only be made with the permission of those in the photograph.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of a member of the Senior Management team.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Users must set a passcode on their iPad to prevent other users from misusing it.
- Any user caught trying to gain access to another user’s accounts, files or data will be subject to disciplinary action.
- Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jail breaking is the process which removes any limitations placed on the iPad by apple. Jail breaking 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.
- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.
- Users should be aware of and abide by the guidelines set out by the ‘Internet Safety Policy- An Acceptable Use of the Internet.’
- The Principal/Vice Principal/Designated teacher reserves the right to confiscate and search an iPad to ensure compliance with this acceptable Use of Internet Policy.

Review Date	Comments
Next January 2017	
Signature of Chairperson	



Adult Users must read and sign below:

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

Name: _____

Signature: _____

Date: _____



Student Pledge for iPad Use.

- I will take good care of the iPad.
- I will never leave the iPad unattended.
- I will keep food and drinks away from the iPad since they may cause damage to the device.
- I will not disassemble any part of the iPad or attempt any repairs.
- I will protect the iPad by only carrying it whilst it is in a case.
- I will use the iPads in ways that are appropriate.
- I understand that the iPad is subject to inspection at any time without notice.
- I will only photograph people with their permission.
- I will only use the camera or the microphone with my teacher's permission.
- I will never share any images or movies of people in a public space on the Internet, unless permission is granted.
- I agree to abide by the statements of this iPad acceptable use policy.

Pupil Name: _____

Class: _____

Pupil Signature: _____

Parent Signature: _____

Date: _____



Mobile Phone Contract

I require the use of my mobile phone to ensure my safety to and from school.

- I understand that the use of mobile phones is prohibited during the school day.
- I agree to hand my mobile phone in to the office at the beginning of the day and to retrieve it from the office after dismissal from class.

Pupil Name: _____

Class: _____

Pupil Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Points for Children to Consider

Follow these SMART TIPS

S

Secret – Always keep your name, address, mobile phone number and password private- it's like giving out the keys to your home!

M

Meeting someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.

A

Accepting e-mails or opening files from people you don't really know or trust can get you into trouble- they may contain viruses or nasty messages.

R

Remember someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!

T

Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

SMART Tips from:- Helping your parents be cool about the Internet, produced by Northern Ireland Area Child Protection Committee.