



ROCKBROOK PARK SCHOOL



School Policy on iPads

CONTENTS

Introduction.....	3
iPad Purchase & Ownership.....	4
Taking Care of iPads.....	5
Using iPad at School.....	5
Charging the iPad Battery.....	6
Passwords.....	6
Photographs & Images (Still and Moving).....	6
Sound, Music, Games or Apps.....	6
Internet Access.....	6
Home Internet Access/iPad Use.....	6
Managing Your Files and Saving Your Work.....	7
Inspection.....	7
Software Updates	7
iPad Security.....	7
Parent/Guardian Responsibilities.....	8
Student Responsibilities.....	8
Staff Responsibilities.....	9
School Responsibilities.....	9
Student Activities Specifically Prohibited.....	10
Disciplinary Measures for iPad Misuse.....	11

Introduction

Rockbrook Park School is committed to using educational technology to further improve the learning experiences and outcomes of all our students. iPad technology provides both students with opportunities to achieve their full potential and engage them fully in their learning. The School believes that the use of an iPad will enhance everyday learning and teaching and in particular will:

- Raise educational attainment
- Create a student-centred curriculum which will provide more engaging lessons
- Enable student access to the most up to date educational resources
- Raise levels of engagement, motivation and interaction
- Improve facilitation of different learning styles
- Promote remote learning
- Improve self-management
- Promote student welfare by reducing school-bag weight

This policy applies to all student users of iPad hardware and software technology in Rockbrook. It applies to all iPads used by our students, wherever they are physically located within the school. It is intended to compliment the school's Behaviour Policy and the Student Charter for Good Behaviour.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the iPad. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school's network may be denied, and the appropriate disciplinary action shall be applied in line with the school's Behaviour Policy

This policy has been compiled in consultation with school stakeholders, including teaching staff, other staff members, students, parents and the Board of Management. The policy should be read in tandem with other school policies.

Due to the changeable nature of information and communications technology this policy will undergo periodic review and as such the school reserves the right to amend any sections or wording at any time. The following details define the proper use of the device in school and out of school hours.

iPad Purchase & Ownership

Parents/guardians are responsible for the purchasing of the iPad and ebooks/apps for their son. This must be done via a company called Wriggle in advance of starting 1st year. All financial and technical issues arising are dealt with by Wriggle thereafter. Parents are encouraged to take out insurance when purchasing the iPad. While the iPad is owned by the student and his parents, Rockbrook Park School reserves the right to confiscate any iPad which is being used inappropriately while in school.

Rockbrook supervises the use of all iPads in the school and in particular:

- The school owns the right to manage all iPad devices using a Mobile Device Management (MDM) system. The school uses Apple School Manager.
- The school will provide all required components to ensure the iPad operates effectively in the classroom, including Wi-Fi access.
- The school maintains the right to filter Internet content and manage the use and connection of iPads to the school network.
- Any students who use an iPad in the school must sign up and adhere to the terms stated in this Policy as well as the ICT Usage Policy and the Student Charter on iPad Use in School.
- Rockbrook Park School and Wriggle will have full supervision of the device via the school's MDM system. This will include the ability to install applications, software, documents, ebooks on to the device and turn on/off different features at selected times of the day.
- Parents/Guardians must insure Privately Owned iPads for their replacement value, either by specialised iPad insurance or generic household policies.
- Privately purchased iPads can be used in the school only with express permission from school leadership. A student will not be permitted to use an iPad in school unless they have completed and returned the Student Charter on iPad Use in School.
- Rockbrook disclaim all responsibility for damage to iPads that are brought into school, that are left unattended or do not meet with the regulations of the school or this policy.

Taking Care of iPads

Students are responsible for the general care of their iPad. iPads that are broken or fail to work properly must be repaired in the quickest possible time. The school is not responsible for any damage to a student's iPad. iPads that are covered under the leasing agreement insurance policy must telephone AppleCare for an evaluation of their device.

General Precautions

- iPads must never be left unattended or in any unsupervised area.
- All iPads must have a name tag on the back.
- iPads must be kept stored in a locker or kept in your school bag at break-time and lunchtime.
- iPads must never be left in an unlocked locker, car or any unsupervised area.
- Cords and cables must be connected and disconnected carefully to prevent damage to the iPad.

Carrying iPads

- All iPads come with a protective case which must be kept on at all times.
- The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen. The iPad screens can be damaged if subjected to rough treatment.
- Avoid excessive movement of school bags containing iPads.

Using iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, students are responsible for bringing their iPad, fully charged, to all classes each day.

iPads must be brought home at night and charged.

iPad must not be left in the school overnight.

Students should not lend or share their allocated iPad with other students unless expressly asked to do so by a teacher in a classroom situation.

If a student leaves their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to students who forget to bring their iPad to school or who fail to charge their iPad.

At all times, the class teacher's decision is final regarding use, or non-use of any iPad, collectively or individually.

Charging the iPad

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. This may take up to 3 hours to charge the iPad fully.

Passwords

Students are expected to take reasonable measures to secure access to the iPad by using a password. Students are prohibited from removing the password from the device or sharing this password with anyone else except their parents or as requested by a designated member of staff. Students must not attempt to access other students iPads by 'guessing' or trial and error password attempts.

Photographs and Images (Still and Moving)

When in school, students are prohibited from taking any photos or videos unless requested to do so by a teacher. The School reserves the right to randomly check any iPad for unsuitable content.

No images or video material taken in school may be uploaded from any device to social networking sites unless asked to do so by a teacher as part of schoolwork.

Recording, photographing or filming of classroom teachers is prohibited unless specifically permitted by the class Teacher.

Sound, Music, Games or Apps

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming on iPads whilst in school is strictly prohibited at all times.

The downloading of apps to the iPad is controlled by Wriggle. All iPads have pre-downloaded apps which cannot be removed. From time to time the school may add or modify software applications for use in a particular course.

Internet Access

All iPads are configured to be on the main school wifi address. Students may not join any other network.

Students are not permitted to access the internet via their own mobile connection 3G/4G functionality (or otherwise/ personal hot-spotting) as this is unmonitored and unfiltered access. Rockbrook is not responsible for any material accessed by a student in this manner.

Home Internet Access/iPad Use

Students are allowed to use their iPads at home for schoolwork and set up wireless networks on their iPads to assist them with homework, coursework etc. It is the responsibility of the Parent/Guardian to monitor and oversee iPad use within the home setting.

Parents/Guardians should be mindful of personal information stored by students on iPads e.g. photographs. Rockbrook will not accept responsibility for personal data that students store. The school complies with the principles of the Data Protection Act; we will process data lawfully and fairly and any data held will be kept secure and safe within our managed system.

Managing Your Files and Saving Your Work

It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Students will be guided through the creation, maintenance of backups and the use of Cloud accounts on the iPad. Students will be responsible for backing up on a regular basis.

When sharing files and documents with students, teachers normally do this through our online learning platform called Google Classroom. Assignments are also posted here and it is where work should be uploaded by students where necessary. When doing work which needs to be typed students should use Google Docs and when doing presentation, students should use Google Slides (unless directed by the teacher otherwise).

The responsibility for what is stored and uploaded to Google Classroom and Google Drive lies with the students and parents.

Inspection

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection by their Year Head, students must unlock the device. Rockbrook reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device. The device will be kept in school until such a time that a parent can come in and collect it. The return of the device will be subject to certain behavioural conditions that all parties (students and parents) will adhere to.

Software Updates

Upgrade versions of licensed Software/Apps are available from time to time. Students will be expected to download all updates prompted by Apple.

iPad Security

The School MDM system is controlled by Wriggle who manage the software, reset passcodes and set restrictions at the school's request.

Importantly, this allows the school to protect the data on the iPad, so in the case of the iPad being lost or stolen the iPad can be locked, wiped, tracked and traced. The school can ensure with this in place the safety and security of the device. It is important to note that the school has no access to material such as photos, videos, documents or web history on a student's iPad.

Parent/Guardian Responsibilities

Parents are expected to talk to their son(s) about the values and standards that they should follow on the use of the Internet just as they do on the use of all media sources such as television, smartphones, films, radio, eBooks etc.

Parents are expected to:

- Contact Wriggle in a timely fashion to arrange the ordering and payment for their son's iPad.
- Upload all ebooks onto the iPad before the start of the school term.
- Ensure that their son keeps his iPad safe and uses it in accordance with the school procedures outlined above.
- Ensure that their son uses his iPad in accordance with school policies.
- Allow their son to use his iPad at home to assist him with homework, coursework etc.
- Monitor and oversee iPad use within the home setting so as to avoid inappropriate use.
- Ensure their son's online safety by supporting the guidance provided by Rockbrook Park School.
- Report immediately any damage, interference or issues relating to ownership, possession or use of the iPad to the Year Head.

Parents and students should familiarise themselves with the details of any iPad Insurance Plan in case of accidents, theft or misuse.

Student Responsibilities

Each student has the responsibility to:

- Arrive to school each day with a fully charged iPad (>80% charged).
- Protect their iPad from any damage by taking good care of it.
- Break times and lunchtimes should remain as social time for students – iPads should not be used during breaks and before school.
- Store their iPad in their locker or in their school bag during break and lunch.
- Obey general School rules concerning behaviour and communication that apply to iPad use.
- Ensure that only Apps, websites etc. that relate to work in class are open during class time.

- Turn off and secure their iPad after they are finished working to protect their work and information.
- Report to a teacher any email or form of communication containing inappropriate or abusive language/images or if the subject matter is questionable. The student should not delete it until a teacher has seen it.
- Report any problems, damage or theft immediately to either their Year Head or Deputy Principal.
- Respect the rights of copyright owners.
- Not let anyone use their iPad other than their parents.
- Use iPads in a responsible and ethical manner.

Staff Responsibilities

We expect our staff to:

- Use the iPad in the classroom to enhance the teaching and learning experiences for their pupils.
- Follow relevant policies and procedures.
- To be role models, display good practice and provide leadership in the use of these devices.

School Responsibilities:

- Provide Internet access at school.
- Provide an academic email account (username@rockbrook.ie) to its students.
- Provide Internet blocking of inappropriate materials while using the Rockbrook Park School network.
- Provide staff guidance to aid students in doing research, academically related activities and how to ensure students compliance of the acceptable usage policy.

Student Activities Strictly Prohibited

Students are not permitted to do any of the following:

- Any action that violates existing school policies.
- Remove or tamper with Apple Classroom.
- Take any photographs of any other person without permission from a teacher.
- Upload any photo or video content taken in school to any social networking sites.
- Lend their iPad to anyone else unless specifically asked by a teacher.
- Use or access another student's iPad.
- Browse the Internet for anything other than school-related work.
- Play games on their iPad at any stage whilst in school.
- Change iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- 'Jailbreak' their iPad.
- Bypass the Rockbrook web filter through a web proxy, phone tethering, and any other means.
- Download vault or ghost apps to keep content hidden
- Leave their device on the school premises overnight.
- Send or display offensive messages or material.
- Air-drop images or other content to students unless specifically requested to do so by a teacher.
- Use obscene language or content.
- Use or try to guess other students passwords
- Trespass in others' folders, works or files.
- Download illegal content or material that is suspicious.
- Illegally install or transmit copyrighted materials.
- Access their iPad on the corridors at break-time or lunchtime.
- Use anonymous and/or false communications to mislead, harm, bully or harass another student.
- Bullying of any kind, as defined by the Rockbrook Anti-Bullying Policy, will not be tolerated.

Disciplinary Measures for iPad Misuse

Using iPads in the school is a privilege and must be taken seriously by all students. Misuse of the iPad is taken very seriously by the school and appropriate interventions will be put in place for any student who uses their iPad inappropriately.

More serious offences will be dealt with on a case by case basis in line with all relevant school policies.

The parent is liable for any costs incurred due to misuse of or damage to a student's own iPad or another student's iPad.