



## **iPad Acceptable Use Policy**

**August 2021**

### **Introduction**

Providing students, the opportunity to participate in a 1:1 environment will enhance each student's overall learning experience. Utilising iPads at Creagh College gives students the access to learn anywhere, anytime – both in the classroom and at home. This 1:1 personalised learning experience also increases access to educational technology during the College day, narrows the digital divide between students, and promotes digital citizenship and the responsible use of today's everchanging technologies.

Students using iPads will have schoolbags that are considerably lighter than those who use traditional textbooks. The iPads will be used throughout the College day, and it is the student's responsibility to ensure that the iPad is brought to College every day fully charged and brought home again at the end of each day, that it is kept in the protective case at all times, that it is not left unattended at any stage, and that it is safely stored in the locker at break and lunch times. Students may be selected at random to provide their iPad for inspection.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

### **Acceptable Use**

Students will:

- Use technologies for College-related activities.
- Follow the same guidelines for respectful, responsible behaviour online as they are expected to follow offline.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher if they see threatening/bullying, inappropriate, or harmful content (images, messages, posts etc.) online.
- Use educational technologies at appropriate times, in approved places, for educational pursuits only.
- Will only use any personal MS Office accounts and will only use the MS Office 365 account as provided to them by Creagh College.

## **Prohibited Use**

The following are prohibited in the College at all times:

- Any action that violates existing College policies.
- Downloading any unauthorised Social Media or Gaming apps.
- Visiting any websites for the purposes of playing games.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using iPad communication functions without permission from a teacher.  
Accessing the internet or using mobile Apps through any 3G/4G/Proxy server at any time while on the College campus.
- Changing of iPad settings including the passwords received during induction (exceptions include personal settings such as font size, brightness etc).
- Clearing or disabling the browsing history.
- Gaining access to other students' accounts, files and/or data.
- Use of anonymous and/or false communications.
- Vandalism – including any attempt to harm or destroy hardware, software or data.
- The use of any VPN app or Proxy website to break through the College's firewall/filter system is strictly prohibited.

Cyberbullying is not tolerated in Creagh College (See Creagh College's Anti-Bullying Policy). Harassing, denigrating, impersonating, outing, excluding and cyber-stalking will result in severe disciplinary action and loss of privileges.

**This is not intended to be an exhaustive list. Students should use their own good judgement when using College technologies.**

**Failure to comply with these guidelines will be treated as failure to comply with the College's policies and will be dealt with as specified in the College's Code of Positive Behaviour, resulting in the loss of certain privileges for a period of time.**

## **Office 365 for Education**

This is a collection of services that allows teachers and students to collaborate and share schoolwork. Each student is assigned an Office 365 account accessed using a school email address and password. It is envisaged that this account will be used by students when engaging in school work or collaborating with teachers/students in the course of school work. The school does not accept responsibility for students' use of Office 365 outside of school time.

The school/College does not accept responsibility for pupils' use of Office 365 outside of school time. As this account can be accessed through a web browser, students will have access both in school and at home.

- Pupils are responsible for having their login details available during school hours
- Pupils should report any account issues – locked out, no access...to their class teacher.
- Parents are required to monitor the student's use of the account outside of school
- The use of personal Office 365 accounts is not permitted as part of our Office 365 license agreement

## Cloud Storage

This facility is designed to allow teachers/students to store school related work/projects, making it accessible to use from home or elsewhere.

- Pupils should only upload course-related documents/work.
- Pupils should not allow anyone else to access their OneDrive.
- Pupils are not permitted to access or modify another student's OneDrive
- Pupils should not reveal their password to anyone

The responsibility for what is stored and uploaded to OneDrive lies with the students and parents.

## **Sanctions for Misuse of the iPad**

Using iPads in the College is a privilege and must be taken seriously by all students. Sanctions for the misuse of the iPads are in place to protect all students and to ensure that everyone benefits from their educational potential.

Most issues will be dealt with using a "3-Strike" system. Minor offences will receive a strike and a note in the student journal. Strikes will be monitored and recorded over each half-term, and dealt with on a case by case basis in line with this and all other relevant College policies.

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

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

Date of Ratification: \_\_\_\_\_ Signed: \_\_\_\_\_

**Subject to annual review.**

## iPad Acceptable Use Agreement

Student Name		Class Group	
--------------	--	-------------	--

Please read each of the following statements and sign at the bottom to state that you agree with each one.

1. I have read and understood the Acceptable Use Policy and commit to following the guidelines for iPad use it sets out.
2. I fully understand and accept that my iPad must have the management system installed for use in Creagh College and no access to the school Wi-Fi will be granted without this management system.
3. I will take care of my iPad and protect it from damage, I will keep it in it's protective case at all times and carefully store it when not in use.
4. I will only access my iPad and the College network when given permission to do so by a teacher.
5. I will not remove or deface the identification stickers on my iPad or protective case.
6. I understand that my teachers can check my iPad at any time to ensure that I am using it safely and correctly. I will show my teachers the contents of my iPad on request.
7. I will not delete the search history in the internet browser.
8. I will tell a teacher at once if I see web pages or emails that are offensive.
9. I will only record sound and pictures in class with permission from a teacher.
10. I will report any problems, damage or theft immediately to my class teacher, tutor or iPad Technician.
11. I will present an unattended iPad to the nearest teacher.
12. I will not send or access materials that are obscene, offensive, threatening or otherwise intended to demean or harass others.
13. I understand that I may be liable for the cost of repairs if my iPad is damaged as a result of my failure to adhere to the above.

I understand and agree to all of the above.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_