



**Malahide Portmarnock Educate Together
Secondary School Policy Document
Roll Number 68308L**

**School iPad Acceptable Use Policy (AUP)
May 2020**

Mission statement

Malahide Portmarnock Educate Together Secondary School is committed to an inclusive student-centred educational experience based on collaboration, cooperation and creation. We strive to create a community of academic excellence which is welcoming, democratic, diverse and safe. Our vision is for students to become independent lifelong learners, who reach their full potential and become active members of society. In MPETSS we work to develop empathy and an understanding of difference in our ever-changing world.

COMMUNITY – COLLABORATION – CREATION

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Introduction

Malahide Portmarnock Educate Together Secondary School are expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of iPads, a content-focused curriculum, eBooks and collaborative technology tools.

At Malahide Portmarnock Educate Together Secondary School we acknowledge the support of our parent population with the iPad initiative, and believe that the use of iPads in the classroom contributes greatly to the richness and variety of the student learning experience.

This document communicates the responsibilities that students of Malahide Portmarnock Educate Together Secondary School and their parent/guardian(s) accept when they elect to use a tablet in school for educational purposes.

Please read this policy and sign the permission form to indicate your agreement with our iPad AUP.

The policies, procedures and information within this document apply to all iPads used at Malahide Portmarnock Educate Together Secondary School, including any other device considered by Staff to come under this policy. Teachers may also set additional requirements for use in their own classrooms.

This policy remains in effect throughout the year **including all holidays**.

iPads as an Educational Tool

iPads, when used in keeping with our AUP, are a powerful learning tool. To ensure that iPads are viewed as a learning tool and not an entertainment device, we have set out this policy to support parents and students in understanding how to get the best out of the iPad.

Benefits of restricting software to school approved apps only

For Students

- Avoiding distractions while doing homework and classwork.
- Reduced peer pressure.
- Ability to lock in a class and keep everyone on task.

For Parents

- Peace of mind - many parents do not feel confident in terms of 'monitoring' their children's iPad. **It should be noted that there is a requirement at home for the Wi-Fi access to be supervised, as internet access is not restricted when outside of the school setting.**

For Teachers

- Avoiding wasting teaching time - we need to ensure that teachers' time and energy can be focused to the maximum extent on teaching and learning.

For Child Protection

- Minimising inappropriate use of the iPad.

Purchasing and General Care of iPads

Parents/guardians are responsible for the purchasing of the iPad and eBooks/apps for their son/daughter. This must be done via Wriggle, as discussed at information evenings. Students may not use personal iPads, except in exceptional circumstances (for example, a student transferring from Primary School with Assistive Tech already).

The use of 3G and cellular iPads is not permitted.

Parents are also responsible for the safekeeping, repair and insurance of their son's/daughter's iPad. **It is highly recommended that you purchase a strong iPad case and screen cover and insure your child's iPad under your own household insurance.** All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If an iPad is lost or damaged by neglect or misuse, it is the family's financial responsibility to replace the iPad. It is recommended that parents insure the iPad.

iPads will be sent to the student's home with instructions for setup and a link to online tutorials from Wriggle (distributed before the beginning of term in August. This will require a full day of attendance before the beginning of term, so parents are asked to check this date with the school before booking any holidays etc.)

Parents and students must sign and return the Data Protection and AUP agreement documents before the iPad can be used in the school setting.

Basic Expectations

- Students are allowed the use of this iPad exclusively for Malahide Portmarnock Educate Together Secondary School instructional use. The purpose of the iPad program is to enhance classroom learning.
- Students will practice extreme care when using their iPad. It is expected that the student will maintain control of the iPad at all times. The iPad will be transported exclusively within its appropriate case and handled with care.
- Students are not permitted to use their iPads during lunch and break time hours to facilitate relaxation and socialising. The iPad must be locked away when it is not being used during class/learning time.
- As a student of Malahide Portmarnock Educate Together Secondary School you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Malahide Portmarnock Educate Together Secondary School secure and private information. Do not share your iPad password or account information with anyone else. Please see note in student Journal regarding Social Media issues and the Law.
- The student in whose name the iPad is issued will be responsible at all times for its appropriate use.
- Outside of school time, parents/guardians are responsible for monitoring the use of the iPad.

Unacceptable Conduct -including but not limited to the following):

- Use of the iPad for illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file sharing software, hacking programs or any other form of inappropriate content.
- Disabling, bypassing, or attempting to disable or bypass any system-monitoring, filtering or security measures. This includes mirroring your screen to Apple TV and interrupting lessons.
- Electronically posting personal information about yourself or others. (i.e. address, phone, photos)
- Engaging in online bullying or harassment towards any member of the school community.
- Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism.
- Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
- Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files)

Any misconduct or violations of this nature will result in sanctions as per our Positive Behaviour Policy. Such misconduct may be referred to the Gardaí if there are serious breaches.

Taking Care of Your iPad

- Students are responsible for the general care of their iPad. iPads that are broken or fail to work properly must be immediately taken to the Principal/ICT Teacher for an evaluation of the equipment.
- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be connected and disconnected carefully to prevent damage to the iPad
- iPads must never be left in an unlocked locker, in a classroom during a break, in a car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day
- iPads should always remain in a protective case while in school and at home.
- Do not eat or drink while using the iPad.
- No graffiti or stickers on the iPad or cover.
- No inappropriate background pictures.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.
- Keep the iPad in a secure location when not in school.

Screen Care:

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the iPad when it is closed
- Do not place anything near the iPad that could put pressure on the device
- Do not place anything in a carry case that could put pressure on the device
- Clean the screen with a soft, dry cloth or anti-static cloth
- Do not “bump” the iPad against lockers, walls, car doors, floors etc. as it will eventually break the screen

Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Repeat violations will result in action as detailed in our Student Positive Behaviour Policy

iPads Undergoing Repair

Substitute iPads may be issued to students when an iPad is undergoing repair as set out by Malahide Portmarnock Educate Together Secondary School. There may be a delay in getting a substitute iPad should the school not have enough to . In such a case, students will be given hardcopy textbooks (where possible) to use. Students are responsible for the substitute iPad. **If a student damages a substitute iPad, the onus to repair the iPad will fall on the student and parent/guardian.** These repairs must be carried out by a recommended authorised supplier as agreed by the school. If the student forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be provided.

Charging your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students must charge their iPads each evening. Charging in school is prohibited. Students must use only the original charger which came with the iPad. Use of other chargers may result in poor charging or affect the battery life of the iPad.

Screensavers/Backgrounds

Any media deemed inappropriate by Malahide Portmarnock Educate Together Secondary School staff may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures are prohibited and will result in actions as detailed in The Positive Behaviour Policy.

Sound, Music, Games, or Programs

Sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes. Music is allowed on the iPad and can be used at the discretion of the teacher. Students are responsible for carrying earphones at all times. Earphones are only to be used if sanctioned by the teacher. Students are not permitted to download/buy applications and games. The teachers concerned will oversee any such downloads/purchases.

Printing

Printing is discouraged in order to preserve resources. However, printing will be available through a request to a teacher. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

Home Internet Access

Students are allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home. The Acceptable Use section of this policy still applies while off the school premises. Students experiencing difficulty with internet access at home should contact their Internet Service Provider (ISP).

Managing Your Files and Saving Your Work

Saving to the iPad/Cloud

Students should save work to Microsoft Teams (OneNote if directed by their teacher) from their iPad. Students may also email documents to themselves for storage on a flash drive or home computer. Storage space is available on the iPad –BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable reason for not submitting work. Failure to make the necessary arrangements for saving work may cause the school to invoke the Positive Behaviour Policy.

Network Connectivity

Malahide Portmarnock Educate Together Secondary School makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Malahide Portmarnock Educate Together Secondary School will not be responsible for lost or missing data. It is a violation of this Policy to use applications that bypass Malahide Portmarnock Educate Together Secondary School Proxies and filtering. This also includes hotspot linking to a mobile phone. Repeat violations will result in disciplinary action as detailed in the Positive Behaviour Policy.

Software on iPads

Originally Installed Software

The software apps originally installed by Wriggle and Malahide Portmarnock Educate Together Secondary School must remain on the iPad, in usable condition and be easily accessible at all times. From time to time, the school may add additional software applications for use in a particular subject/course. Periodic checks of iPads will be made to ensure that students have not removed required apps. Repeat violations will result in action as detailed in the Positive Behaviour Policy.

Additional Software

Under the supervision of a teacher or parent/guardian, students are allowed to download extra software/apps on their iPads. In the event that space is needed on iPads for academic related apps, student downloaded/purchased apps will be removed. Students will not synchronise iPads to home syncing accounts. Wriggle manage all Apps which are pushed out to iPads.

Inspection

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, students must unlock the device. Malahide Portmarnock Educate Together Secondary School 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 the Principal's/Deputy Principal's office until such 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.

Procedure for re-loading software

If technical difficulties occur, illegal or inappropriate apps or software are discovered, the iPad will be restored from backup by the Malahide Portmarnock Educate Together Secondary School Principal/ICT Teacher. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check their iPads for periodic updates and syncing.

Email

Students must only use their school-assigned Outlook email for use on their iPad. This will be in the form of student@mpetss.ie

Apple ID

Students will be provided with a free Apple ID account from Wriggle. This is the only account that should be used on the iPad.

Find My iPad

In addition to a variety of security measures, "Find my iPad" will also be activated. Students are required to set up "Find my iPad" with their Malahide Portmarnock Educate Together Secondary School Apple ID. If a device is lost or stolen, the student will work with Malahide Portmarnock Educate Together Secondary School staff to identify the location of the device for recovery. This includes providing all access to accounts to assist with identifying the location of the iPad.

Protecting and Storing Your iPad Tablet

Storing your iPad

When students are not using their iPads, they should be stored in their lockers or in their schoolbags. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed for homework. iPads should not

be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may store it in the school office or Principal's office.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunch areas, computer labs, locker areas, the library, unlocked classrooms, changing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it should be taken to a member of Malahide Portmarnock Educate Together Secondary School Staff or the office. Multiple offenses will result in disciplinary action as detailed in the school's Positive Behaviour Policy.

Personal Health and Safety

Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat. Take frequent breaks when using the iPad for long periods of time. Look away from the iPad screen approximately every 15-20 minutes. Do not use the iPad during lunch breaks. Do not provide your personal information to anyone over the Internet. Do not share your passwords with anyone.

Social Media Policy

Definition of Social Media

The term 'social media' covers a broad range of software applications. For the purposes of this policy, social media means any facility of online publication and commentary including blogs, wikis and social networking sites such as Instagram, WhatsApp, TikTok, Snapchat, Facebook, LinkedIn, Twitter, Flickr and YouTube. It also covers all kinds of content that is shared online including text, photographs, images, video and audio files.

Rationale

Emerging platforms for online collaboration are fundamentally changing the way we work, offering new ways to engage with students, parents, colleagues and the world at large. Modern students have grown up in a digital world. The creation, editing and sharing of digital content comes easily to students but occasionally so too does inappropriate and irresponsible use of these social media.

No Social Media Apps are to be downloaded to the iPad except those approved by Malahide Portmarnock Educate Together Secondary School.

Unacceptable uses of Social Media sites and their consequences

Unacceptable use of Social Media sites will include:

- Using any software in or out of school, whether on personal devices or school-sanctioned devices, for online interactions which mention or target members of our school community
- Sending or posting discriminatory, harassing, or threatening messages or images that may cause harm to any member of the school community.
- Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.
- Sending or posting messages or material that could damage the school's image or reputation.
- Creating a fake profile that impersonates any another member of the school community.
- Sending or posting material that is confidential to the school.

- Uses that violate copyright law, fail to observe licensing agreements or infringe on others' intellectual property rights.
- Participating in the viewing or exchange of inappropriate images or obscene material.

While all cases involving the inappropriate use of social media will be dealt with on an individual basis, MPETSS and its Board of Management considers the above to be serious breaches of our Positive Behaviour Policy. Disciplinary consequences up to and including expulsion may be exercised in certain cases.

Consequences for breach of MPETSS iPad AUP

Noncompliance with the policies and expectations within this document may result in the suspension or termination of technology privileges along with possible disciplinary actions.

Malahide Portmarnock Educate Together Secondary School cooperates fully with local, state, or Garda officials in any investigation concerning or relating to violations of computer crime laws. Contents of network and email communication using an iPad can be legally requested and turned over to the proper authorities as evidence for such crimes.

Expiration of MPETSS AUP Policy

This agreement is valid until further notification by Malahide Portmarnock Educate Together Secondary School.

Summary of School, Student and Parental/Guardian Responsibilities

Parental/Guardian responsibilities for the iPad

- Contact Wriggle in a timely fashion to arrange the ordering and payment for your child's iPad and e-books.
- Talk to your children about values and the standards that should be followed on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Ensure that you receive all necessary information and sign the relevant forms for Acceptable Usage and Data Protection.
- Ensure your child is not engaging in any inappropriate behaviour under this Policy with their iPad while at home.
- Parents are also responsible for the safekeeping, repair and insurance of their child's iPad.
- Parents retain ownership and possession of the iPad and agree to grant the teachers and school management the right to collect, inspect or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete any installed software or hardware.
- Parents agree that the school will manage and monitor the iPad for inappropriate use of school resources, in accordance with the ICT AUP. Usage within the school is a privilege and not a right.

Students may lose the privilege to use the iPad and to have it in their possession if they abuse their responsibilities and breach this policy or the ICT AUP.

- If a student damages a substitute iPad, the onus to repair the iPad will fall on the student and parent/guardian. These repairs must be carried out by a recommended authorised supplier as agreed by the school.
- Parents should inspect the iPad regularly to ensure that it is in good working order.
- Parents should report immediately any damage, interference or issues relating to ownership, possession or use of the iPad to the class tutor or Year Head.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents should inspect the student's iPad's internet history on a regular basis to ensure that they are not exposed to or engaging in any inappropriate behaviour, as deemed by this Policy with their iPad at home.
- Parents understand that the school has no control over home WiFi systems and student access to the internet using this. The iPad functions in a lock down setting when within the school Network. This lockdown does not extend to the student's private dwellings.

Student Responsibilities for their iPad

MPETSS students must agree to the following:

- Adhere to this iPad policy and the AUP.
- Use all computers/ devices in a responsible and ethical manner.
- Obey general school rules concerning behaviour and communication that applies to iPad/ computer use.
- Report physical damage to devices immediately to school staff. If students go home from school without reporting any damage or interference that may have occurred during the school day, school management will presume that the damage and/or interference took place outside of school time.
- Help Malahide Portmarnock Educate Together protect our computer systems by informing staff of any security problems they may encounter
- Arrive to school each day with a fully charged iPad (>80% charged).
- Ensure that only Apps, websites etc. that relate to your work in class are open during class time.
- Keep passwords private and secure
- Keep the iPad flat on the desk when not in use in class.
- Keep the iPad in a protective case and in your bag when not in use.
- You **MUST** ask a teacher before using the camera function.
- Immediately stop using an iPad if a teacher makes such a request. If so requested, students are not to close any apps, and should go "hands off" from the iPad.
- Do not let anyone use the iPad other than your parents.
- Report any problems, damage or theft immediately to either your Tutor, Deputy Principal or IT department.
- Uphold all copyright laws and value and protect privacy of information
- If a student should receive an email/notification containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher immediately and delete it from their iPad.
- Immediately report any interference by any other student to either the Tutor or the Year Head

- Break time and lunchtime are times for students to relax and socialise with other students, and so iPad use is not permitted during these times. Specific permission will be given by teachers if students are required to have iPads outside class time.
- **Note:** If a new iPad is purchased for the student. The student must present the iPad to the IT department, so it can be set up to work on the school wireless network as well as have the appropriate control systems applied.

School Responsibilities

MPETSS will undertake to provide the following to the best of our ability:

- Internet access at school
- an academic email account (e.g. username@mpetss.ie) to its students.
- Internet blocking of inappropriate materials as far as is possible, while using the Malahide Portmarnock Educate Together Secondary School network.
- Provide staff guidance to aid students in doing research, academically related activities and how to ensure student compliance of the acceptable usage policy.
- To enforce this policy, the ICT Acceptable Use Policy and the Positive Behaviour Policy.
- To make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.
- In the event that a student's iPad is not functioning, the school will endeavour to provide a spare iPad for use while the student's iPad is being repaired or replaced. The terms of this AUP remain in effect for the substitute iPad.

MPETSS Principal's Signature:

Aoife Kelly Gibson
Aoife Kelly -Gibson

Date:

21/05/2020.

Chairperson of the Board of Management:

David Graham

David Graham

Date:

29 May 2020

Signing of AUP by Students and Parents/Guardians

Malahide Portmarnock Educate Together Secondary School iPad Acceptable Use Policy

I have read and understand the iPad Acceptable Use Policy and I agree to abide by the terms of this policy. I understand this AUP is in effect throughout the academic year, including holidays.

I grant to the school authorities the right to inspect my son/daughter's iPad and its Apps/Programs and in exceptional circumstances to confiscate it for a limited period because of misuse by either my son/daughter or any other student.

I give permission to the school authorities to delete inappropriate material from my son/daughter's iPad and to prevent/block the installation of certain Apps.

I agree to be bound by the terms of this policy, the School's AUP and the School's Positive Behaviour Policy, as they apply to ownership, possession and use of the iPad and its installed Apps.

Signature of Student:

Signature of Parent(s):

Date:
