

# **CASTLEWELLAN PRIMARY SCHOOL**

## **iPad Acceptable Use Policy (and iPod Touch) for School**

The policies, procedures and information within this document applies to all iPads, iPod Touches or any other IT handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

### **Users' Responsibilities (including members of staff)**

- Users 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: neither drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning 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.
- Users may not photograph any other person, without that persons' consent.
- The iPad is subject to routine monitoring by Castlewellan Primary School. Devices must be surrendered immediately upon request by any member of staff.
- Users in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- Castlewellan Primary School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.
- In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil.

### **Safeguarding and Maintaining as an Academic Tool**

- iPad batteries are required to be charged and be ready to use in school.
- Syncing the iPad to iTunes or iCloud will be maintained by a School administrator.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Deletion of photos and videos will happen periodically by the School Administrator.
- The whereabouts of the iPads should be known at all times.
- If an iPad is found unattended, it should be given to the nearest member of staff.

## Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, Mis McCaughey or Mr McLean must be notified immediately.
- iPads that are believed to be stolen **can** be tracked through iCloud.

## Prohibited Uses (not exclusive):

- Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Responsible Use Policy.
- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Pupils are not allowed to have music and install apps on their iPad. This is the responsibility of the School Administrator.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.
- 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 the Teacher or in the case of staff use; the Principal.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Misuse of Passwords, Codes or other Unauthorized Access: Only the ICT Coordinator have access to the iPads' passcodes.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo.
- Castlewellan Primary School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

## Student Pledge for iPad Use

1. I will take good care of any iPad I use.
2. I will never leave any iPad I use unattended.
3. I will know where the iPad is at all times during my usage of it.
4. I will keep food and drinks away from the iPad since they may cause damage to the device.
5. I will protect the iPad by only carrying it whilst it is in a case.
6. I will use the iPad in ways that are appropriate.
7. I understand that the iPads are subject to inspection at any time without notice.
8. I will only photograph people with their permission.
9. I will only use the camera or the microphone when my teacher tells me to.
10. I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.
11. I will not hide any iPad so others cannot use it.
12. I agree to abide by the statements of this iPad acceptable use policy

**Adult Users must read and sign below:**

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

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_