



## IPAD ACCEPTABLE USAGE POLICY, DRAFT 2024-2025

### Introduction

In Carrigallen Vocational School, the introduction of iPads for students aims to uphold the Mission Statement of the School - in particular to recognise uniqueness and to develop the potential of each person. This policy aims to safeguard a safe and secure environment for all students in order that the iPads may be used to their full educational and creative potentials.

Please also note, Carrigallen Vocational School sees the iPads as educational devices for school use and NOT devices purchased for general use that can ALSO be used in school. This distinction is important as it clearly states the function of the iPads during school time. The iPads are an educational tool, not a source of entertainment or informal communication using prohibited social media apps, games and software during school hours.

Carrigallen Vocational School recognises the negative pervasion and influence of social media in today's society, in particular for young people. By contrast, the school seeks to highlight the use of the iPad as a positive experience - a device that greatly aids learning and creativity, in particular self-directed learning.

The new Junior Cycle underpins digital learning as one of its core aspects, acknowledging the demands of an increasingly digitalised society and workplace. Wellbeing, which is a unit within the new Junior Cycle, stresses the importance of the student feeling safe and secure within the school environment and we feel that the use of certain apps and software do not comply with this.

Sites like Facebook and Twitter are completely blocked on the school server. Other specific social media and communication apps and online access are also prohibited from use during school time (Snapchat etc...). Students may access these apps and online sites on their mobile phones or home PCs / laptops at home or during the holidays, but it is expected that they are never accessed or active / visible on their devices in school. Spot checks will be carried out and sanctions will apply.

### Expectations for Parents \ Guardians

Parents \ Guardians are responsible for:

- Acquiring and paying for the iPad for their son \ daughter \ ward based on advice of iPad model type from the school
- Acquiring and paying for an appropriate protective case for the iPad, as advised by the school
- The safe keeping (in the home environment), repair and insuring of the iPad (There is a one-year manufacturer's warranty with the iPads). It is not the responsibility of the school to replace the iPad if it is damaged.
- Taking note of the Serial Number of the iPad and keeping it safe in case of theft
- The regular inspection of the iPads to see that they are in good working order

- Reporting any damage to the school
- Reporting any issues of conflict related to the iPads to school management
- Parents are urged to regularly check the iPads for apps that are prohibited in school, inappropriate photos and / or videos and any other inappropriate material
- Observing that inappropriate websites are not being accessed
- Report any issues of concern to the school

While it is acknowledged that the purchaser retains ownership of the iPads, Parents \ Guardians agree to grant the teachers and school management the right to confiscate and \ or inspect the iPads at any time for inappropriate material, and to delete this material where necessary.

### **Expectations for the Students:**

It is expected that students:

- Do not remove any identification labels put on the iPads by the school
- Do not remove software and eBooks uploaded by the school
- **Take immediate note of school related usernames and passwords and keep them in a secure place and do not share this critical information with others**
- **Arrive** each day with their iPad fully charged. Students should not charge iPads in school.
- Make sure that the iPad is always in its protective case when not in use in class or during transit, between classes and at break times
- Do not have any social media / communication apps downloaded and / or visible on their iPads. This includes TikTok, Facebook, Snapchat, Instagram, Twitter and other similar apps.
- Do not access gaming, social media or other websites during school hours
- Be logged out of core iPad app iMessaging during school hours and not use it as a means of contacting other students during the school day
- Do not use any other apps or websites as a means of communication during the school day
- AirDrop must also be disabled unless instructed otherwise by teacher for school use. Students must not distribute material using AirDrop unless given permission by a staff member
- Notifications relating to apps other than approved school apps must be disabled
- If students have an iPhone and therefore have prohibited apps that they have downloaded on this phone, these must remain in the iCloud on their iPads and not be downloaded during school time.
- Do not have games downloaded and / or visible on their iPads
- Disconnect (un-sync) their school iPad from other Apple devices that they might own, being particularly mindful that photos taken on an iPhone could load into the iPad.
- Do not download proxy (alternative) VPN servers or attempt to bypass the school server in any way
- Use their phone or other devices as 'hot spots' to bypass the school WiFi
- Keep the iPad stored safely during break times or when not being used for class or when the class goes away on a school trip
- Do not allow anyone else to have possession of their iPad or passwords or alter it in any way
- Report any damage or theft immediately to your Class Tutor (N.B. If damage is not reported before the end of the school day, it will be assumed that the damage took place outside of school).

- Report any issues relating to ownership or conflict relating to the iPad to your Class Tutor
- Be mindful not to eat or drink while using the iPad
- Do not download inappropriate or profane material
- Do not download or distribute personal material relating to another member of the school community
- Delete any personal material relating to another member of the school community if it is electronically distributed to them
- Use the camera or video in such a way that it interferes with the privacy of other members of the school community
- Use school email addresses for school related material only
- Do not use the iPad in class for anything other than the specific classwork that is being conducted at that time
- Do not connect personal email addresses to the Mail App on the iPad. The school email should be the only active email on the iPad

### **Positive Use of Electronic Devices for Student Wellbeing:**

- iPad training during induction
- The use of educational file sharing and communication apps for positive learning experiences
- Focus on cyber-bullying within CSPE and Religion
- Talks on staying safe online from Garda School Liaison Officer
- Contact details for local Garda distributed to each student
- The prohibition of the use of social media and communication apps within school hours as a possible source of distress to any member of our school community
- The use of the school website and social media site(s) as a place to promote positive achievements and useful information for our school community
- The provision of a school email for professional and safe communication between school staff and students
- The use of filesharing to help with organisational skills
- The use of filesharing apps for individualised feedback and differentiated material
- Promotion of creativity
- Promotion of self-directed learning and research

### **Misuse of the iPad includes:**

- Playing games, whether in an app or an online website
- Downloading and / or spreading inappropriate, personal or profane material
- Having prohibited apps on the iPad during the academic year
- Having notifications on for prohibited apps, iMessaging, games etc...
- Misuse of school email addresses
- Unsanctioned Recording (video, camera etc...) of other members of the school community
- Messaging other students during school time using communication apps or websites on the iPad (Snapchat, iMessaging etc...). This can indicate the unsanctioned use of VPN servers or hot spotting the iPad from another device.
- Using the iPads for any communication that may be construed as online bullying, harassment or inappropriate contact with any member of the school community
- Uploading unsanctioned recordings (particularly those recorded on school grounds) to social networking sites or passing these recordings around electronically
- Refusal to hand up the iPad when asked by a member of staff

- Altering software uploaded by the school
- Browsing inappropriate websites
- Any evidence of cyber-bullying
- Etc....

**Sanctions in Relation to Misuse of the iPads or failure to comply with expectations include:**

*iPad usage in the school is a privilege and not a right. If a student misuses the iPad in any way, then, depending on the severity of the misuse, sanctions will be applied as follows:*

- For a single offence, the iPad will be taken from the student and stored in the Deputy Principal's office for the duration of that day. The reason for confiscation will be officially recorded and a signature will also be recorded on VSWare for that student. A text will be sent home to parents informing them that the iPad has been confiscated. The student may collect their iPad at the end of the school day.
- Students may not access their phones as a substitute for the iPad during the course of that day. Homework and other details can be recorded manually in the student journal.
- Subsequent offences will be similarly dealt with, bearing in mind that the accumulation of signatures can result in On Report, Principal's Report and even suspension, as per the school's Discipline Policy
- Parents/Guardians may be asked to meet a member of staff in person to discuss issues arising.
- Serious misuse may result in suspension or in some cases, referral to outside agencies like An Garda Siochaná.
- If a student refuses to surrender their iPad on request, this can result significant sanctions will be considered and may apply in line with the provisions contained within this policy and our code of discipline.

SIGNED:

\_\_\_\_\_ (Student)

\_\_\_\_\_ (Parent \ Guardian)

\_\_\_\_\_ (Year Head)

Date: \_\_\_\_\_