

Loreto Secondary School, Clonmel, Co. Tipperary - Acceptable Use Policy (AUP) for student owned Linx 1020 Education Edition tablet. 2018 - 2019

Introduction

Loreto Secondary School, Clonmel, Co Tipperary believe that the use of student owned mobile tablet devices in the classroom will greatly contribute to the richness and variety of the student learning experience.

This policy must be read in conjunction with the Code of Behaviour and the Digital Technologies Acceptable Use Policy (AUP).

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

Educational use only

The Linx 1020 Educational Editions tablet is for educational use only. We believe that there is considerable benefit to teaching and learning and to student welfare in confining the use of the device to educational-use only. This tablet should not be viewed as a recreational device and as such should only be used when a student is in school or completing school tasks, assignments and homework.

Equipment

Parents are responsible for purchasing the device. Parents are also responsible for the safe-keeping, repair and insurance of their daughter's device. Parents retain ownership and possession of the device. However, by enrolling in the school parents agree to grant to teachers and school management the right to collect, inspect or confiscate (for a limited period) the device at any time. Parents also grant the school the right to alter, add or delete any installed software or hardware that has not been agreed by the school in advance. Parents also agree that the school, in conjunction with their IT partners, will manage and monitor the device for inappropriate use of school resources, in accordance with the Digital Technologies AUP. Usage within the school is a privilege and not a right. Students may lose the privilege to use the device and to have it in their possession if they abuse their responsibilities and breach this policy, or the Digital Technologies AUP.

Substitution of Equipment

In the event that a student's device is not functioning, the school will endeavour to provide a spare device for use while the student's device is being repaired or replaced. The replacement device if provided will remain the property of the school and must be returned to the school immediately upon request. The terms of this AUP remain in effect for the substitute device. A substitute device will not be provided until proof of damage is shown. A substitute device will not be given if a student forgets their device or does not charge their device.

Only one substitute device will be provided to a student at any given time. If a student damages, forgets to bring the replacement device to school, or comes to school with it uncharged, a second substitute device will not be provided.

A student is not permitted to bring any other device to school to substitute for their own original device.

Damage or Loss of Equipment

Students must report any damage or loss immediately to the Year Head or the I.T. department who will determine necessary action. All devices are covered by a manufacturer's warranty of three years. The warranty covers manufacturer's defects. If a device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the device. It is recommended that parents insure the device.

Student Responsibilities:

- Arrive to school each day with a fully charged device (>80% charged).
- Ensure that only Apps, websites etc. that relate to your work in class are open during class time.
- You **MUST** ask a teacher before using the camera function.
- To immediately stop using a device if a teacher requests. If requested students are not to close any apps, and should go “hands off” from the device.
- Keep the device in a protective case and in your locker when not in use.
- Do not let anyone access the device other than your parents.
- Adhere to this policy and the Digital Technologies AUP.
- Report any problems / damage immediately to either the Year Head or IT department.
- Report any interference or theft by any other student immediately to the Year Head
- Leave device in your locker during morning and lunch breaks and when you are on tours and activities. Specific permission will be given by teachers if students are required to have devices outside class time.
- During break and lunch the device is not to be used. It is to be stored in your locker.

Parent Responsibilities:

- Parents must read and adhere to the guidelines provided in A Parents’ Guide to a Better Internet, available on www.webwise.ie
- Parents should inspect the device regularly to ensure that it is in good working order.
- Parents should inspect the device and the installed Apps on a regular basis to ensure that there is no inappropriate material accessed or stored on the device.
- Parents should consider installing internet filtering software in their home.
- Parents should inspect the student’s device internet history on a regular basis to ensure that they are not accessing inappropriate material.
- A designated charging point should be provided in the house but not in the students’ bedroom.

School Responsibilities:

- To enforce this policy, the Digital Technologies Acceptable Use Policy and the Code of Behaviour.
- To provide a locker for safe storage.
- To make every effort to resolve any reported issues relating to ownership, possession or use of the device.

Restricted Use and Confiscation

Students who breach this AUP, the Digital Technologies AUP, or, any reasonable standards of usage of the device will be subject to sanctions up to and including, but not limited to, detention, suspension and expulsion. A device may be confiscated by a teacher for a limited period or subjected to restricted use because of misuse either by the student or any other student. Furthermore, if there is a suspicion that the tablet has been or is being used for anything inappropriate then the tablet may be confiscated, retained and inspected by any teacher in the school. Reasons for placing a student on ‘Restricted Use’ or confiscation include, but are not limited to, the following:

- Non-compliance with this policy or the Digital Technologies AUP.
- Inappropriate use of any App
- Inappropriate use of the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on the device.
- Failure to take proper care of the device.
- Failure to co-operate with school’s investigation of device misuse.

- Repeated failure to bring the device to class.
- Repeated failure to bring the device to school fully (at least 80%) charged.

If a student's device is confiscated students will be required to bring text books to school in place of the student's Device.

Responsible Use of the Device

General Care

- Keep the equipment clean.
- Do not eat or drink while using the device.
- No graffiti or stickers on the device or cover.
- No background pictures.
- Students may not permanently alter device in any way.
- Students may not remove any serial numbers, identification or school labels placed on the device.

Carrying the Device

- Carry the device **in** your school bag when travelling to and from school and always in a protective cover.
- For safety students should only use the device in school or at home.
- Leave the device in locker when not in use and during break time and lunchtime.

Screen Care

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Cover – screen covers prevents scratches.

Personal Health & Safety

- Avoid use of the device while it is resting directly on your lap. The bottom of the device can generate significant heat. Always rest the device on a table and sit in an upright position when using the device.
- Take frequent breaks when using the device for long periods of time.
- Devices are not permitted to be used during break time or lunch without specific permission from a teacher.
- **Do not provide any information, in particular personal information, over the Internet.**
- **Do not share your passwords with anyone.**
- Keep the device in a secure location when not in school.

Agreement;

I have read and understand the device Acceptable Usage 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 daughter's device and its Apps/Programmes and to confiscate it for a limited period because of misuse by either my daughter or any other student.

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

I agree to be bound by the terms of this policy, the school's Digital Technology AUP, the schools O365 Policy and the school's Code of Behaviour.

Signature of Student: _____

Signature of Parent(s)/Guardian: _____

Date: _____