



Dominican College Sion Hill September 2018

i-Pad Acceptable Usage Policy

Introduction

Dominican College, Sion Hill recognises that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for life, work, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviours that students are expected to follow when using technologies in school or when using their iPad on the school campus.

This policy must be read in conjunction with the Dominican College, Sion Hill's Acceptable Use (of the Internet) Policy which is published on the school website.

General

- Dominican college's wireless network is intended for educational purposes and access should be viewed as a privilege and not a right.
- All activity over the network or using school technologies will be monitored and retained.
- Access to online content via the network is restricted in accordance with our policies and Students are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- Dominican College, Sion Hill makes a reasonable effort to ensure students' safety and security online.
- iPads may be inspected at random by members of staff.

Use of Camera

- Students may not use the camera at **any** time on the school campus without permission from a teacher
- Where it is established that, the camera has been used on the school campus without the express permission of a teacher and/or captured images have been used inappropriately, there will be an automatic

gravity of the offence, for the student(s) involved.

- The school reserves the right, where the Principal/Deputy Principal believe the circumstances warrant it, to restrict the camera facility and/or access to the school's wireless network, for a period of time up to the end of the academic year in which the incident occurs.

Student Responsibilities:

- Arrive to school each day with a fully charged iPad.
- Keep the iPad within a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents.
- Adhere to this policy and the (Internet Policy) of Dominican College, Sion Hill, at all times.

Note: The Acceptable Use Policy is published on the school's website:

- Report any problems, damage or theft immediately to your Class Teacher and/or Principal and/or Deputy Principal.
- Report any issues and interference created by any other student because of iPad possession, use or ownership.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, management will presume that the damage and/or interference took place outside of school time.
- iPads are to be left in lockers during break/lunchtime and whilst students are on tours, trips and activities.
- Students may not use the i-Pad during breaks, before or during the school day; e.g lunch etc.

Cyber-bullying

- Cyber-bullying will not be tolerated. Harassment, denigration, impersonation, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails, or post comments with the intent of scaring, hurting, or intimidating someone else.
- Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. Remember that your activities are monitored and retained.

Plagiarism

- Users should not plagiarise (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Health & Safety

- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the iPad in a secure location when it is not at school.
- 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 approximately every fifteen minutes.

General Care

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.

Carrying the iPad

- Transport the iPad in the iPad case, safety case and school bag whilst travelling to and from school and during the school day.
- Leave the iPad in locker when not in use.

Screen Care

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

Parents

Equipment

Parents are responsible for purchasing the iPad and eBooks/apps for their daughter. Parents are also responsible for the safe-keeping, repair and insurance of their daughter's iPad. Whilst parents retain ownership and possession of the iPad, they agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware. Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach this Policy, and/or the school's AUP and/or the Code of Behaviour and School Rules.

Parental Responsibilities

- Parents should inspect the iPad each evening 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 school management.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure

Restricted Use and Confiscation

Students who breach this Policy and/or the Internet Policy and/or any reasonable standards of user of the iPad will be subject to the School Code of Behaviour and School Rules. A student may be put on restricted/limited access to the iPad, at the discretion of school management, during the school day, for a limited period, until such time as the school determines the student has satisfied the conditions for non-restrictive use. An iPad may also be confiscated for a limited period because of misuse either by the student or any other student. Reasons for placing a student on Restrictive Use and or confiscation include, but are not limited to the following:

- Camera misuse
- Excessive damage
- Excessive loss
- Non-acceptance and/or compliance with this policy and the Internet Policy.
- Inappropriate use of any App which includes the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- Violating standards for Personal iPad Care.
- Failing to co-operate with school's investigations of misuse of iPad.
- Repeated failure to bring iPad to class/failure to bring fully charged.
- "Jailbreaking" of an iPad.
- Gaining access to other student's accounts, files, and/or data.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data.
- Students are not allowed to use another student's iPad
- Illegal installation or transmission of copyrighted materials
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or other inappropriate materials.
- Use of chat rooms
- Gaming during Class.
- Attempt to find inappropriate images or content
- Engaging in cyber-bullying, harassment, or disrespectful conduct toward others.
- Attempt to hack or access sites, servers, or content that isn't intended for my use

Damage or Loss of Equipment

Students must report any damage or loss to the Class Teacher, the Principal and or Deputy Principal, who will determine necessary action. 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. If an iPad is damaged, the school will work with the student and supplier to resolve any warranty

Substitution of Equipment

In the event that a student's iPad is inoperable, the school will endeavour to provide a spare iPad for use while the student's iPad is repaired or replaced. This agreement remains in effect for the substitute iPad. However, only one substitute iPad will be provided to a student at any one time. If a student damages, forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be