



Le Chéile Secondary School, Tyrrelstown

iPad Acceptable Usage Policy



Mission Statement

Le Chéile Secondary School is a Catholic school committed to promoting Christian values and affirming the personal worth and dignity of each student. The school is inclusive of students from all cultures and backgrounds and celebrates diversity.

We aim to ensure that Le Chéile Secondary School is a place where students feel at ease and cared for enabling them to relate to one another and to staff in an open, respectful and trusting manner. The school values the role of parents in the education of their children and seeks to work in partnership with them.

“The characteristic spirit of our school is based on the vision and values of the Le Chéile Charter. It is underpinned by a philosophy of education that has at its centre the unique dignity of the human person as a child of God.”

Our School Motto is “Welcome, Wisdom, Witness”. This motto is inspired by the heritage and gift of all the other Le Chéile Schools. We hope to take the very best from our heritage and build a great school for the future.

We endeavour to make our school’s animating principle, “God is love, love is here” a lived reality through our seven root beliefs. These are:

- Small Things Matter
- We are all Teachers, We are all Learners, always
- Seasaimid Le Chéile
- Called to be our Best Self
- The Spirit fills us with joy
- Differences are to be celebrated



School Vision

In Le Chéile Secondary, our vision for ICT is informed by the 'Digital Strategy for Schools 2015-2020', which seeks "to realise the potential of digital technologies to enhance teaching, learning and assessment so that Ireland's young people become engaged thinkers, active learners, knowledge constructors, and global citizens to participate fully in society and the economy". Our rationale for the embedding of digital technologies in teaching and learning centres around a number of key areas:

- To promote school readiness for new curricula, effective teaching and learning and student engagement
- To embed digital technologies using constructivist principles for teaching and learning
- To support the development of a learning community through collaborative planning across subject departments
- To enable effective interactions at all levels within the school community.

It can be summarised in our School Digital Vision Statement:

Our vision statement for the use of technology in Le Chéile Secondary School

WELCOME

We welcome the advent and availability for use, of new technologies that enhance teaching & Learning

WISDOM

We value the wisdom of our learning community who use technology to explore content more personally & to a greater depth

WITNESS

We share our technology story so that others may also have the courage to benefit from the creative use of technology





Introduction

The aim of this iPad Internet Acceptable Use Policy (AUP) is to ensure that students will benefit from the learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to this privilege may be withdrawn and appropriate sanctions will be imposed.

At Le Chéile Secondary School we believe in providing access to education technology, tools and resources. Essential to this effort is our commitment to rethink teaching and learning. We have made a huge investment in infrastructure, innovative learning spaces and services to ensure the best education possible for our students. Students will develop 21st century skills through the use of iPads, a content-focused curriculum and collaborative technology tools.

At Le Chéile Secondary School we acknowledge the support of our parent population, with the iPad initiative, and anticipate that this support will continue.

The policies, procedures and information within this document apply to all iPads used at Le Chéile 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.

Purchase and Deployment

Parents / Guardians are responsible for the purchasing of the iPad and Apps for their son / daughter. This must be done via Wriggle, as discussed at information evenings. Students are not permitted to bring their own device. The use of 3G and cellular iPads is not permitted.

Parents are also responsible for the safe-keeping, repair and insurance of their son/daughters iPad. iPads will be distributed to first year students during the Belonging Plus Programme. Parents and students must sign and return the Code of Behaviour in their School Journals to indicate adherence to this policy as part of the school's Code of Behaviour.



Basic Expectations

- Students are allowed the use of this device exclusively for Le Chéile Secondary School instructional use. The purpose of the iPad is to enhance classroom learning.
- Students will practise extreme care when using their iPad. It is expected that the student will maintain control of the tablet at all times. The tablet 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. The iPad must be locked away when it is not being used during class/learning time.
- As a student of Le Chéile Secondary School you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Le Chéile Secondary School secure and private information. Do not share your passcode, email / schoology password or account information with anyone else.
- 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 Use (includes but is not limited by the following)

1. Use of the device 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.
2. Disabling, bypassing, or attempting to disable or bypass any system-monitoring, filtering or security measures.
3. Electronically posting personal information about yourself or others. (i.e. address, phone, photos).
4. Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism.
5. Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
6. Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files)



Taking Care of YOUR iPad:

General Precautions:

- Students are responsible for the general care of their iPad. iPads that are broken or fail to work properly must be immediately taken to Ms O'Shea / Ms Khan 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, 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.

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

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 and through Schoology. Students are responsible to bring 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 section Student Positive Behaviour Policy and / or on VShare.

iPad Undergoing Repair

Should a student not have their iPad due to repair work (either at Wriggle or elsewhere), the responsibility lies with the student to complete all coursework. Access is available to Schoology through any web browser by using lecheile.schoology.com and using your school email and password.



Charging your iPads 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.

Screensavers / Backgrounds

Any media deemed inappropriate by Le Chéile 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 Code of Positive Behaviour. It is recommended to have your name and tutor group displayed as screensaver / background.

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. Students are not permitted to download/buy applications and games unless authorised by Ms O'Shea / Year Head.

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.

Home Internet Access

Students are allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home. 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 & Saving Your Work

Saving to the iPad/Cloud

Students should save work to their school's OneDrive account 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 students' 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 Code of Positive Behaviour.



Network Connectivity

Le Chéile 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, Le Chéile Secondary School will not be responsible for lost or missing data. It is a violation of this Policy to use applications that bypass Le Chéile Secondary School Proxies and filtering. Repeat violations will result in disciplinary action as detailed in the Code of Positive Behaviour

Software on iPads

Originally Installed Software

The software apps originally installed by Wriggle/ Le Chéile 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 Code of Positive Behaviour and / or on VSware.

Additional Software

Under the supervision of a teacher or parent/guardian, senior cycle 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.

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 and provide the passcode. Le Chéile 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/Ms O'Shea's office until such a 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 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 Ms O'Shea / Ms Khan / YearHead / Wriggle. 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 may be required to check their iPads for periodic updates and syncing.

Apple ID & iTunes

Students will be provided with a free Apple ID and iTunes account from Wriggle. This is the only iTunes 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 Le Chéile Secondary School Apple ID. If a device is lost or stolen, the student will work with Le Chéile 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 iPads.

Protecting & Storing Your iPad

Storing your iPad

When students are not using their iPads, they should be stored in their lockers or in their school bags. 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 Ms O’Shea’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 rooms, 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 Le Chéile Secondary School Staff or the School Office. Multiple offenses will result in disciplinary action as detailed in The Code of Positive Behaviour / or on VSware.

Personal Health & 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.



Parent/ Guardian Responsibilities

Contact Wriggle in a timely fashion to arrange the ordering and payment for your child's iPad. 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 Code of Behaviour in your child's School Journal. Ensure your child is not engaging in any inappropriate behaviour, as deemed so by this Policy, with their iPad at home.

School Responsibilities

- Provide Internet access at school
- Provide an academic email account (eg username@lecheilesecondaryschool.ie)
- Provide a schoology account for students
- Provide Internet blocking of inappropriate materials as able while using the Le Chéile 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.

Student Responsibilities

- Read, understand and follow this AUP Policy.
- Use all computers/ devices in a responsible and ethical manner.
- Obey general school rules concerning behaviour and communication that applies to iPad/ computer use.
- Physical damage to devices should be reported immediately to school staff. If you 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 Le Chéile protect our computer systems by informing staff of any security problems they may encounter.

Consequences

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



Acceptable Use

The use of an iPad in school is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates and / or the User Terms and Conditions named in this policy, privileges may be suspended, access to the school's other technology resources denied, and the appropriate disciplinary action shall be applied.

The Le Chéile Secondary School Code of Positive Behaviour shall be applied to student infractions. Violations may result in disciplinary actions up to and including suspension/expulsion for students. If applicable, law enforcement agencies may be involved.