

## **Acceptable Use Policy (AUP) for iPad, Computer and Internet Usage**

*This policy must be read in conjunction with the Cyber Bullying Policy and Code of Behaviour and is published on the Coláiste Muire website: [www.colaiSTEMUIRE.ie](http://www.colaiSTEMUIRE.ie)*

### **Rationale**

Coláiste Muire is committed to developing the use of digital technologies to support teaching and learning and improve the learning experience and outcomes for our students.

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 If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

The school employs a number of strategies in order to maximise learning opportunities and reduce the risks associated with using the Internet. These strategies are as follows:

### **General**

- Internet access will be filtered through the PDST Content Filtering Service (currently level 4) to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

### **World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students may only download materials and images which are relevant to their studies.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Students will be aware that any usage, including distributing or receiving information (school-related or personal), may be monitored for unusual activity.

## **Email**

- All students will be provided with a school email address.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

## **iPads**

All students in Coláiste Muire use iPads as an educational tool to support and enhance learning.

Parents are responsible for purchasing the iPad and ebooks for their daughter. They are also responsible for its safe-keeping, repair and insurance. Whilst parents retain ownership and possession of the iPad, they agree to grant teachers and school management the right to collect and/or inspect 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.

## **Customization of Equipment**

An MDM (mobile device management) profile has been installed on all Junior cycle student iPads. Students are not permitted to install any Apps other than those approved in advance by the school. Books and apps are preloaded onto student devices before the start of the academic school year.

If a student wishes to install an App for educational purposes, this request must be communicated by email to [nnimhuiri@colaistemuire.ie](mailto:nnimhuiri@colaistemuire.ie). Any breach of this rule will involve sanctions under the Code of Behaviour and School Rules.

## **Damage or Loss of Equipment**

Students must report any damage or loss to the classroom teacher, the ICT co-ordinator, the Principal and or Deputy Principal, who will determine necessary action. All iPads are covered by a manufacturer's warranty for a period of 2 years. If an iPad is lost or damaged by neglect or abuse, it is the family's financial responsibility to replace the iPad. If any iPad is faulty, the school will work with the student, Apple, and the local supplier to resolve any warranty issues.

## **General iPad Rules**

- An MDM (mobile device management) profile has been installed on all Students iPads. Students are not permitted to remove it.
- The school reserve the right to decide on the appropriateness of available Apps. Any Apps deemed inappropriate will not be permitted on student iPads.

- Students are strictly prohibited from inappropriate use of the camera on the iPad. No video, image or audio recordings are to be taken unless specified and supervised by a teacher. Breaching this rule is a serious disciplinary offence and sanctions will apply.
- The images, videos, music and apps on a student's iPad must be appropriate and in keeping with the school's ethos. Sharing inappropriate material, images or videos is a serious disciplinary offence.
- As part of students' homework and school preparation, their iPads must be charged fully each evening, ready for class the following morning.
- iPads are not to be used in between classes or at break times or at any time where the teacher has instructed the class not to use them.
- All iPads must be stored in a locked locker at lunchtime and during PE classes.

### **iPad Classroom Rules**

- Only the apps and e-books specified by the classroom teacher are to be open during class periods.
- Students may not use the internet during class unless instructed to do so by the teacher.
- The iPad should be kept flat on the desk at all times unless instructed otherwise by the teacher.
- Students should close all apps at the end of each class.
- No video, image or audio recording are to be taken unless specified by the classroom teacher.
- Students may not use the iPad to communicate with each other during the class unless requested to do so by their teacher.
- Teachers are allowed to view the most recently used apps and browsing history on a student's iPad without any objection from the student.

### **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 bullying relating to ownership, possession or use of the iPad.

### **School's Responsibilities**

- To enforce this AUP Policy, the Code of Behaviour and School Rules.
- To make every effort to ensure responsible use and enjoyment of the iPad by all students.
- To provide a safe storage area for iPads during breaks and when students are on tours, trips or activities.

## **Restricted Use**

Students who breach this Policy or any reasonable standards of use of the iPad will be subject to the School Code of Discipline and School Rules. A student may be put on restricted/limited use of the iPad, at the Principal's discretion, during the school day for a limited period, until such time as the Principal determines the student has satisfied the conditions for non-restrictive use as specified by the Principal.

## **Student Pledge for iPad Use**

- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals (other than Parents/Guardians).
- I will know where my iPad is at all times.
- I will charge my iPad's battery every evening.
- I will keep food and drinks away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers etc.) on the iPad. I will not deface the serial number iPad sticker on any iPad.
- I will clean the screen with a soft, dry cloth and a screen cleaner designed for L.C.D. type screens only.
- I will protect my iPad by only carrying it while in the case provided
- I will use my iPad in ways that are appropriate.
- I will only record/take photographs in school with the permission of the teacher.
- I will not share my password with anyone or provide personal information to anyone over the Internet.
- I will not take the iPad outside during the school day unless instructed otherwise by the teacher.
- I understand that my iPad is subject to inspection at any time without notice
- I will follow the policies outlined in the Code of Behaviour and the Acceptable Use Policy while at school, as well as outside the school day.
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## **Remote Learning Classroom Rules – Students**

- Relevant School Rules apply in the online classroom.
- Students should login on time for the class.
- Students are advised to choose the best available workspace/location that is suitable for an online classroom.
- The teacher starts the live meeting, students may not start a live meeting themselves.
- Microphones should be set to mute when entering the online classroom.
- Microphones should be turned on when the teacher requests you to do so or when responding to a classroom question.
- Students are not required to turn on their camera but must communicate through Audio or in the Chat function with the teacher during class as required. (An exception to this is when a teacher needs to conduct an oral/practical



exam. In this instance a student will know in advance that the video may be turned on. Students must be aware of what others will see in the background and dress appropriately for the camera).

- All meetings/chats must take place on designated class channels. Think before you type.
- Classes may be recorded by the teacher only for revision and accessibility purposes. Students do not have permission to record, disseminate recordings, take screenshots or photos of others online or of the chat attached to an online class.
- Students must be respectful and courteous to the teacher and to other students during remote learning classes.
- The use of social media applications (e.g. Whatsapp, Facebook, Snapchat, Instagram) for student-teacher communication is strictly prohibited.
- Emails from students to teachers should be sent during normal school working hours (8.55-16.00) with queries/submissions that relate to subject work only.
- Students should not initiate calls with teachers but may use the 'Chat' function within MS teams during school hours to communicate with the teacher as appropriate.
- Coláiste Muire code of behaviour applies to all Remote Learning Activities.

### **Remote Learning Classroom Guidelines – Teacher**

- Check that the background visible during the video call is appropriate.
- The teacher is the host and should always invite the pupils to the calls/class.
- The teacher should always be the first in a meeting and the last to leave a meeting.
- The same school behaviour and codes of behaviour apply to the online classroom as would in a general classroom.
- Where possible mute the participants' microphone upon entry to the online classroom.
- Maintain a log of calls and a record of attendance as you would do in a general classroom.