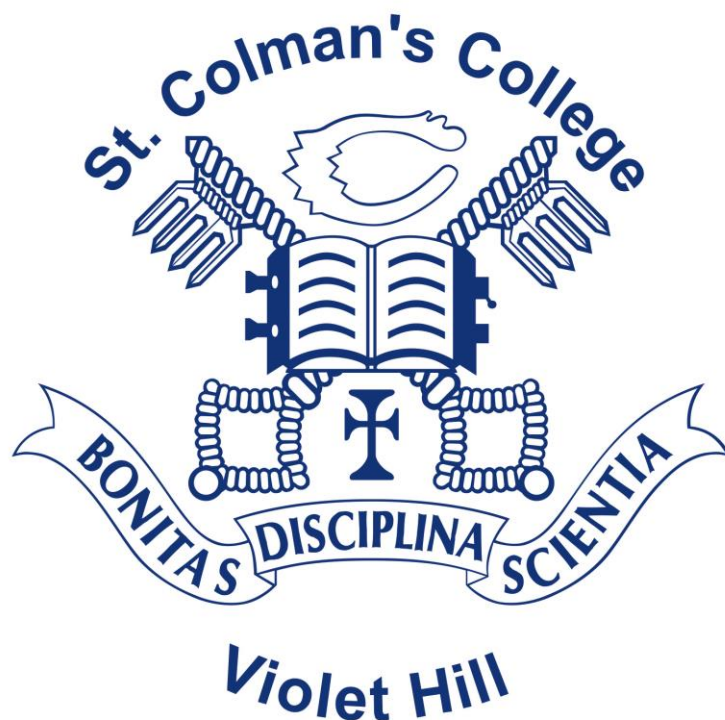# ST. COLMAN'S COLLEGE VIOLET HILL

Whole school policy:

'Acceptable Use of iPad'

Date of Policy: Oct 2013
Last Reviewed: June 2018
Reviewed by: K Franklin
Next Review: June 2019

Introduction

At present The Curriculum in St.Colman's College is delivered via a range of traditional teaching and learning approaches and e-learning. Considering a large range of factors, including the following:
- the ever-changing nature of education
- the 'technological revolution' that our students are growing up with
- the need for long-term economic sustainability.
- current, widespread use of a range of digital tools across the curriculum
- present / previous investment in ICT related staff development
- a KS3 Curriculum based on research, design, creativity & skill acquisition / development

each pupil in Yr 8 (initially) is being provided with an iPad device, in partnership with home, for use in everyday teaching and learning.

Rationale:

The use of a mobile device (an iPad) will enhance everyday teaching and learning and will help:
- promote autonomous, individual learning
- raise educational attainment
- raise levels of engagement, motivation and interaction.
- improve self-management
- create a pupil-centred curriculum based on electronic resources and e-learning
- promote remote learning / online marking / etc.
- improve facilitation of visual, audio and kinaesthetic learning styles
- meet parental / pupil demand for a move towards electronic T & L
- pupil welfare - reduced pupil bag weight
- make financial savings on books and other resources
- allow access to the most up-to-date educational resources anytime / anywhere
- allow access to the C2k-provided suite of digital tools / facilities from any location within the school.
- teaching and learning to operate within a medium that our pupils are growing up with
- provide engaging, pupil centred lessons
- allow staff and pupils to work smarter, not harder.

This policy applies to all student users of iPad hardware and software technology in St Colman's College. It applies to all iPads or other mobile devices used by our students, wherever they are physically located - within the College or used in a Partner School. It is to be used in conjunction with the College's other policies:
- '*Safe and Acceptable Use of Digital Technologies'*.
- *'Digital Technology in Teaching & Learning'*

The College reserves the right to amend any sections or wording at any time.

The following details define the proper use of the device in school and out of school hours.

Taking Care of the devices:

Students are responsible for the general care of the iPad. iPads that are broken, or fail to work properly are covered under the terms as laid out in the *'Financial Agreement'* form signed at the start of Year 8.

General Precautions
- iPads must never be left unattended or in any unsupervised area.
- iPads must be left in schoolbags at break-time and lunch time (or kept on pupils' persona at these times)
- A protective case must be used with the iPad. This has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the College.
- The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen. The iPad screens can be damaged if subjected to rough treatment.
- iPads should be password protected. Students are prohibited from sharing their password with anyone else except their parents.

Using the iPad in School:

- iPads are intended for use for educational purposes only – both at home and at school each day.
- Gaming and social media apps are prohibited from the iPad.
- Pupils are to exhibit good practice by keeping all personal / recreational apps, etc. on their own device (phone, tablet, etc.) as opposed to their educational device.
- Sound must be muted at all times unless permission is obtained from the teacher.
- Student iPads must be monitored via the '*MobileIron'* Mobile Device Management (MDM) system provided by the school.
- Programs and Apps on iPads must not violate any terms of the '*Safe and Acceptable Use of Digital Technologies'* policy.
- iPads may not be used in the corridors nor any external play areas at any time during the school day.

Pupil Responsibilities

- Pupils may use their iPads in accordance with the following policies:
  - *'Safe and Acceptable Use of Digital Technologies'*
  - *'Digital Technology in Teaching & Learning'*
- iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. It may take up to 3 hours to fully charge the iPad
- Pupils may only access the internet through 'school-provided' access (e.g. C2k wi-fi). Pupils are not permitted to access the internet via their own mobile connection -3G functionality (or otherwise) as this is unmonitored, unfiltered access. St. Colman's College is not responsible for any material accessed by a pupil in this manner.
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Pupils must not, under any circumstances, have their devices on their person while they are in an examination centre.
- Unless as part of a supervised classroom activity, pupils must not use an iPad for audio / video recording / photography or sending texts / multimedia messages or video calls at any time.

- For a number of reasons, including Child Protection, pupils are prohibited from the following:
    - Using photographic, communication, downloading or recording facilities on an iPad (including a camera) without the express permission of, or direction from, a member of staff.
    - Taking and / or manipulating an image / video of any member of the school community.
    - Willingly receiving and / or sharing an image / video of any member of the school community.
    - Sending messages (text / audio / visual) of an inappropriate / offensive nature.

Pupils are expected to use their iPad in a safe and appropriate manner, in line with all relevant policies and procedures, to ensure their own safety and well-being and that of other pupils and members of staff.

Responsibilities of Parents

Parents are expected to
- ensure that their child keeps their mobile device safe and use them in accordance with the school procedures outlined above.
- ensure that their child uses their device in accordance with the following school policies:
    - *'Safe and Acceptable Use of Digital Technologies'*
    - *'Digital Technology' in Teaching & Learning'*
- allow their son to use their iPad at home to assist them with homework, coursework etc.
- to monitor and oversee iPad use within the home setting.
- to ensure their sons online safety by supporting the guidance provided by the College.

Responsibilities of Staff

We expect our staff to:
- use the iPad in the classroom to enhance the teaching and learning experience for their pupils.
- follow all relevant policies and procedures
- to be role models, display good practice and provide leadership in the use of these devices

Sanctions

Any pupil who persistently refuses to co-operate or violates any aspect of the provisions of the *'Acceptable Use of iPad Policy'* and the *'Safe and Acceptable Use Digital Technologies Policy'* may face other disciplinary action where deemed appropriate, in line with the College's *'Positive Behaviour Policy'*.

Parents/guardians shall be informed of serious breaches of the rules as laid out in this policy.

In cases of serious misconduct, the school will inform the relevant authorities.

St. Colman's College has the right to inspect a student iPad, and its content, as well as withdraw the facility of using this device in school, at any time.

Please complete and return this form.

'Acceptable Use of iPad'

Pupil

As a school user of an iPad, I agree to comply with the school rules on its use. I will use my iPad in a responsible way and observe all the conditions explained to me by the school.

Pupil Name: _____   (Block Capitals)

Pupil Signature: _____   Date: _____

Parent/Guardian

As the parent or legal guardian of the pupil signing above, I grant permission for my son to use his iPad in teaching and learning. **I understand that my son will be held accountable for their own actions.** I accept responsibility for setting standards for my son to follow when selecting, sharing and exploring information and digital media. **I have read and agreed to the conditions as laid out in this policy.**

Parent's Name: _____   (Block Capitals)

Parent /Guardian's Signature: _____   Date: _____

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