

**BOM & LMETB Ratification/Resolution Process for  
This Policy**

**BOM Ratification**

<i>Date Ratified by the Board of Management:</i>	2 <sup>nd</sup> October 2019
<i>Proposed By:</i>	<i>Peter J. Holton</i>
<i>Seconded By:</i>	<i>Enda Quirk</i>
<i>Signed:</i>	<i>Kevin Codd</i> (Chairperson, BOM)
<i>Scheduled Date for Review of the Policy:</i>	October 2021

**LMETB Ratification/Resolution of the ETB Board**

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	(Chairperson)



# Coláiste Clavin

## Student iPad Policy 2019

**This policy describes the measures necessary to gain and maintain maximum benefit from student iPads at Coláiste Clavin Longwood.**

All Student iPads at Coláiste Clavin face risks while being used on a daily basis. iPads are a very resourceful tool at our school but their very portability makes them particularly vulnerable to physical damage, loss or theft. Furthermore, the fact that they are often used outside the school premises increases the threats from others.

### Physical security for iPads and daily use

- The physical security of the students iPad is the students own responsibility so please take all reasonable precautions. Be sensible and stay alert to the risks.
- **iPad identification:** Students are required to personalise their iPads, (names must be visible on these items at all times). Under no circumstances should a student remove or deface the surface, serial numbers or bar codes on his/her iPad.
- **Carrying iPads:** Student iPads should always be careful carrying iPads. Students should never move their iPads while the screen is exposed
- **Keep your iPad in your possession** and within sight whenever possible. Be extra careful in busy areas of the school such as corridors at the break of classes or walking across the yard. Never take your iPad out while on the bus. Never have food or drink in close proximity to your iPad, either at school or at home.
- **Lock the iPad away out of sight** when you are not using it at home, preferably in a strong cupboard, filing cabinet or safe. Never leave an iPad visibly unattended in a vehicle. If you have to leave the iPad temporarily unattended even for a short while, the iPad should be password protected. During recreational periods at school iPads may be placed in a bag. The iPad screen is especially vulnerable to damage and thus great care needs to be taken at all times. **The school will not be held responsible for stolen or damaged iPads. Costs incurred as a result of accidental damage will be borne by parents as will the full cost of replacing the iPad if stolen.** iPads should be insured either through Wriggle or as part of their own household policy.
- **Keep a note of the make, model and serial number** of your iPad but do not keep this information with the iPad. If it is lost or stolen, notify a teacher immediately.
- **Students are responsible for ensuring their iPad is ready for classroom use each day.** iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Students must take their iPads to all classes, unless specifically advised not to by their teachers. Students repeatedly forgetting their iPad will result in disciplinary action.

## Controls against unauthorised access to Student iPad

- Students choose a passcode to keep their iPad secure. You are *personally accountable* for all software used under your student username, so keep your passcode absolutely secret. Never share it with anyone unless it's in for repair.
- Student iPads are provided for use by the students themselves. Do not loan your iPad or allow it to be used by others.
- Avoid leaving your iPad unattended and logged-on. Always lock the iPad with your passcode before leaving the iPad, even at home.
- **Under no circumstances are students or unauthorised personnel to interfere with the settings on the iPad or to attempt to repair damaged machines.**

## Unauthorised software and information

- Do not download, install or use unauthorised software programs. Unauthorised software could introduce serious security vulnerabilities to the school networks as well as affecting the working of your iPad. Software packages for example packages that permit the computer to be controlled remotely, 'hacking tools' (e.g. password crackers) are explicitly forbidden at Coláiste Clavin.
- Be careful about software licences. We strongly advise against shareware or trial packages. File sharing programs (i.e. LimeWire, Bear Share, Kazaa Lite, etc.) are not allowed on the iPads or external media.

### **Only school authorised personnel have permission to install software on iPads**

- Be sensible! Coláiste Clavin will not tolerate inappropriate materials such as racist, pornographic, defamatory or harassing files, pictures, videos or email messages that might cause offence or embarrassment. Never store, use, copy or circulate such material on the iPad and steer clear of dubious websites. **Spot checks of materials stored on student iPads will be carried out regularly during the school year for such material.** Use of the Internet will be tracked and serious/repeated offences of passing such information will be reported and disciplinary processes will be carried out. If you receive inappropriate material by email or other means, report it immediately. If you accidentally browse to an offensive website, click 'back' or close the window straight away. Students must hand up iPads for inspection by teachers and school management at any time when requested to do so.
- Parents are responsible for monitoring the iPad when being used outside of school.

## Backups

Unlike the desktop computers in the school which are backed up automatically, you must take your own backup of data on your iPad, files, and folders of work. The simplest way to do this is to save a copy of all your work on to OneDrive.

Remember, if the iPad is stolen, lost or damaged, or if it simply malfunctions, it may be impossible to retrieve any of the data from the iPad. OneDrive backups will save you a lot of extra work.

## Health and safety aspects of using iPads

iPads normally have smaller keys that are less comfortable to use than desktop systems, increasing the chance of repetitive strain injury. Avoid balancing the iPad on your knees. Limit the amount of time you spend using your iPad. Wherever possible, place the iPad on a conventional desk or table and sit comfortably in an appropriate chair to use it. Stop using the iPad and notify the school management if you experience symptoms such as wrist pain, eye strain or headaches which may be caused by over use or incorrect use of the iPad.

**I have read and understand the policy outlined above and agree to the terms and conditions outlined therein.**

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have read and understand the policy outline above and I will abide by the procedures necessary to care for my student iPad.**

**Student Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

---