



ST. VINCENT'S CASTLEKNOCK COLLEGE

Student iPad Guidelines

Introduction

This document communicates the responsibilities that students of St Vincent's Castleknock College and their parents/guardians accept when they elect to use an iPad in school for educational purposes.

At St Vincent's Castleknock College 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 and services to ensure the best education possible for our students.

At St Vincent's Castleknock College we acknowledge the support of our parents/guardians, 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 St Vincent's Castleknock College, including any other device considered by staff to come under this guideline. Teachers may also set additional requirements for use in their own classrooms. This guideline must be read in conjunction with the Code of Behaviour, the Anti-Bullying Policy and Cyber-Bullying Policy.

Introduction and Deployment

Parents/guardians are responsible for the purchasing of the iPad and apps for their son. This must be done via Wriggle, as discussed at information evenings. Parents/guardians are also responsible for the safe-keeping, repair and insurance of their son's iPad. Usage within the school is a privilege and not a right. Students may lose this privilege if they abuse their responsibilities and breach this guideline.

Basic Expectations

- Students are allowed the use of this iPad exclusively for St Vincent's Castleknock College instructional use. The purpose of the iPad 1:1 initiative is to enhance classroom learning and teaching.
- Home screen must show the head and shoulders of the student in SVCC uniform on a white background.
- Students will practice 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 before/after school, during lunch and break time hours. The iPad must be stored safely when it is not being used during class/learning time.
- As a student of St Vincent's Castleknock College you are expected to uphold all copyright laws, value and protect the privacy of information, particularly St Vincent's Castleknock College secure and private information. Do not share your iPad, 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 Conduct (includes but is not limited by the following)

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

General Precautions

- Students are responsible for the general care of their iPad. iPads that are broken or fail to work properly must be taken to the IT Coordinator 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.

Student Responsibilities

- Arrive to school each day with a fully charged iPad.
- Ensure that their iPad is logged into their SVCC Apple ID.
- Only use the when instructed by the teacher.
- You **MUST** ask a teacher before using the camera function.
- To immediately stop using an iPad if a teacher requests you/the class to do so.
- Keep the iPad in a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents/guardians.
- Adhere to this guideline.
- Report any problems, damage or theft immediately to either Wriggle and/or your Tutor, Year Head.
- Report any interference by any other student immediately to either the teacher, tutor or the Year Head
- During break and lunch and before and after school, the iPad is not to be used. This is to give your eyes a break from the screen and also to encourage a culture of social engagement.

Parent/Guardian Responsibilities

- Parents/Guardians should inspect the iPad regularly to ensure that it is in good working order.
- Parents/Guardians should report immediately any damage, interference or issues relating to ownership, possession or use of the iPad to the Year Head.
- Parents/Guardians should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents/Guardians should inspect the student’s iPad’s internet history on a regular basis to ensure that they are not exposed to inappropriate material.

School Responsibilities

- To ensure that this guideline in conjunction with the Code of Behaviour Policy, the Anti-Bullying Policy and the Cyber-Bullying Policy are enacted.
- To make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.
- To ensure that that all iPads are synced to the Apple Classroom Management System.

Restricted Use or Confiscation

Students who breach this guideline will be subject to sanction. An iPad may be confiscated for a limited period or subjected to restricted use because of misuse either by the student or any other student. Reasons for placing a student on 'Restricted Use' or confiscation include, but are not limited to, the following:

- Non-compliance with this guideline
- Inappropriate use of any App
- Inappropriate use of the camera
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad
- Failure to take proper care of the iPad
- Failure to co-operate with school's investigation of iPad misuse
- Repeated failure to bring iPad to class.
- Removal of the device from the Device Management System