

iPad Acceptable Use Policy

Introduction

Rustenburg Girls' High School (RGHS) is committed to using technology to enhance teaching and learning across the whole school community. The authorised use of this technology within the school needs to be consistent to ensure access and safety for all. RGHS also recognises and encourages the use of this technology at home to aid the learning process.

This policy applies to all users of iPad hardware and software technology at RGHS. It applies to all iPads used by our learners, staff, parents and governors. It is intended to compliment the school's wider Policy on Computers' Acceptable Use, the iPad user agreement and the internet. With rapid changes in ICT, the policy will undergo periodic review and, as such, the school 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.

1. IPAD OWNERSHIP

iPads issued by RGHS remain the property of the school. School-owned iPads will be insured by the school. Any learners who use an iPad at RGHS must sign and adhere to the terms stated in this Policy as well as the Computers' Acceptable Use Policy and the iPad User Agreement. The school maintains the right to filter internet content and manage the use and connection of an iPad to the school network.

*If it is decided to allow privately owned iPads at RGHS then these will have profiles installed to allow safe internet access. This allows the school to manage the use to approved applications within school. These restrictions will be removed when the device leaves the school grounds. It is the responsibility of the learner to make backups of their documents and photos. **No learner will be permitted to use an iPad in school unless it has been configured by RGHS for use in school.** (The aforementioned pertains to those grades who have not been provided with school iPads)*

RGHS disclaim all responsibility for damage to privately owned iPads that are brought into school, that are left unattended or do not meet with the regulations of the school or this policy. It is the responsibility of the individual to ensure this does not occur. We recommend individual insurance be taken out on privately owned iPads as they will not be covered by the school's insurance policy.

2. TAKING CARE OF IPADS

Learners are responsible for the general care of the iPad. In the case of a faulty or broken iPad, the learner must report directly to the IT department. Insurance claims will be processed by the school as swiftly as possible. Users will become responsible for the excess payment after the first successful claim.

General Precautions

- iPads must never be left unattended or in any unsupervised area.
- iPads must be left in locked lockers at break times and during after school and other extramural activities.

Carrying iPads

- A protective case will be provided with the iPad which will have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective iPad case when carried. Cases and iPads should also be labelled to ensure they can be identified easily.
- 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 and are particularly sensitive to damage from excessive pressure. Do not place any item inside the screen cover as this increases the breakage risk.

Accessories

- Each iPad will be issued with a stylus (crayon). It is the responsibility of learners to take care of this item. These should be stored safely at all times and clearly labelled. If this item is lost it is to be replaced at the cost of the learner.

3. USING YOUR iPad AT SCHOOL

- iPads are intended for use at school each day. In addition to teacher expectations for iPad use, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, learners are responsible for bringing their iPad, fully charged, to all classes each day.
- If learners leave their iPad at home, they are responsible for getting any assignments completed. Spare iPads will not be available to learners who forget to bring their iPad to school or who fail to charge their iPad.
- Learners who fail to bring a functioning iPad to school are expected to complete all assignments even if it means doing so on paper.
- iPads must always be signed in to their managed Apple ID when on the school campus.

4. CHARGING YOUR iPad'S BATTERY

- iPads must be brought to school each day in a **fully charged** condition. Learners will need to charge their iPads each evening.

5. PASSWORDS

- iPads will be password/passcode and fingerprint protected. Learners are prohibited from sharing this password with anyone else except their parents or the IT department.

6. PHOTOGRAPHS/IMAGES

- Photographs/Images stored on the iPad or in the cloud will be in accordance with the school's Computer Acceptable Use Policy and the the iPad User Agreement. RGHS reserves the right to randomly check any iPad for unsuitable content.
- No photographs taken in school may be published on any platform without the prior written consent of those in the photograph. *(A Google form will be provided for this purpose)*

7. SOUND, MUSIC, GAMES OR PROGRAMS

- Sound must be muted at all times unless permission is obtained from the teacher.
- Gaming on iPads whilst in school is strictly prohibited and will be deemed as a misuse of ICT and, as a result, will incur a consequence. (This will be monitored by staff in lessons and any iPads used during breaks outside of the designated areas around school will be confiscated.)
- Programs and apps on iPads must not violate any terms of this policy, the Computer Acceptable Use Policy and the iPad User Agreement.
- iPads may not be used outside of the classroom, during normal school hours. If it is necessary to complete schoolwork then this should be done in the designated areas or under direct supervision of a staff member.

8. HOME INTERNET ACCESS/iPAD USE

- Learners are allowed to use their iPads outside of school premises and connect to wireless networks, at their own cost, on their iPads to assist them with homework, assignments etc. It is the responsibility of the parent to monitor and oversee iPad use within the home setting.
- Rustenbrug Girls' High School will implement a lock down policy between 10:30pm and 5:30am, during the week and between 11:00pm and 6:00am on weekends.
- Instructions regarding app purchases/Apple accounts will be forwarded to parents where relevant. All apps required for school work will be installed onto iPads by the school. No apps may be installed by the learners.
- It is recommended that parents place parental controls onto their home wifi to ensure their children are safe whilst online. Directions for doing so should be available online for each model of wifi router or by contacting **your** internet service provider for details.

9. MANAGING YOUR FILES AND SAVING YOUR WORK

Saving Work

- It is the learner's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. An iPad malfunction is not an acceptable excuse for not submitting work. Therefore, learners should back up all work using facilities such as Google Drive. All learners will be taught how to make use of this functionality.

10. SOFTWARE ON iPADS

Originally Installed Software

- RGHS will synchronize the iPads to contain the necessary programs and apps for school work. The software/apps originally installed by RGHS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use.
- Periodic checks of iPads will be made to ensure that learners have not removed the required apps. Depending on the circumstance of app removal, this could be regarded as a minor offence.
- iPads will be collected on a periodic basis for routine maintenance and inspection.

11. INSPECTION

- Learners may be selected at random to provide their iPad for inspection to ensure that they comply with the iPad Policy as well as the Computer Acceptable Use Policy and the iPad User Agreement.

12. PROCEDURE FOR RE-LOADING SOFTWARE

- If technical difficulties occur or illegal software is discovered (eg non-RGHS iTunes Apps), the iPad could be factory reset. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. There will be restrictions on apps used in school.
- It is expected that learners will be sensible about what apps are installed on their iPads.
- Learners should make regular backup copies of their iPads on home computers or the cloud.

13. SOFTWARE UPGRADES

- Upgrade versions of licensed software/apps are available from time to time. Learners will be expected to download all updates prompted by Apple.
- These updates should automatically be sent through to iPads as long as the RGHS Profile is installed in the iPad.

14. ACCEPTABLE USE

In addition to the school's Policy on the Computer Acceptable Use and the Internet, the school permits use of the Apple iPad in a manner that supports the school's aims and objectives and is in line with all school policies.

Any user of a mobile device should be aware of the correct and appropriate manner in which they should be used to benefit learning. If a person violates any of the user terms and conditions named in this policy, privileges will be terminated, access to the school's network may be denied, and the appropriate consequence shall be applied in line with the school's Policy on the Computer Acceptable Us and code of conduct.

15. PARENT RESPONSIBILITIES

Parents are expected to talk to their child(ren) about the values and standards that they should follow on the use of the internet just as they do on the use of all media information sources such as television, telephones, films, radio, e-books etc.

Depending on software, it may be possible for parents to enable parental controls for devices when at home.

For privately owned iPads: Parents and learners should familiarise themselves with the details of their iPad insurance plan in case of accidents, theft or misuse. It remains the sole responsibility of the parent to ensure the iPad insurance terms and conditions are adhered to. On personal devices parents might want to enable parental controls on their child(rens) iPad as a method of ensuring safer use when off site.

16. LEARNERS' RESPONSIBILITIES ARE TO:

- Use Apple iPads in a responsible and ethical manner.
- Obey general school rules concerning behaviour and communication that apply to iPad, computer and internet use.
- Use all computer resources in a responsible manner, so as to not damage school equipment.
- Turn off and secure their iPad after they are finished working, to protect their work and information.

- Report any email or communication containing inappropriate or abusive language or if the subject matter is questionable.
- Learners may not disable the location settings or the “find my iPad” feature.

17. LEARNER ACTIVITIES STRICTLY PROHIBITED

In addition to the guidance outlined in the school’s wider Policy on Computer Acceptable Use and the internet learners are **not** permitted to:

- Illegally install or transmit copyrighted materials.
- Change iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Delete the school profile.
- ‘Jailbreak’ their iPad.
- Use another learner’s iPad.
- Leave their device on the school premises overnight.
- Send or display offensive messages or material.
- Use obscene language or content.
- Cause damage to IOS, devices, computer systems or computer networks.
- Use other people’s passwords.
- Trespass in others’ folders, work or files.
- Download illegal content or material which is suspicious.
- Photograph or video anybody without their permission.
- Video or photograph any lessons without permission from the staff member concerned.
- Post photographs or videos on any public forum without written permission from the staff member concerned.
- Use their iPads out of lesson time, except in the designated areas (Failure to comply will result in confiscation, and learners will still be expected to complete all tasks set).
- Log on to the school wifi with someone else’s credentials.

18. LEGAL PROPRIETY

- Learners should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a learner is unsure, they should ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited and violators will be subject to consequences stated in this policy document. Violation of the law may result in criminal prosecution or disciplinary action.

19. IPAD IDENTIFICATION

- Learners' iPads will be labelled in the manner specified by the school. This includes being clearly named. iPads can be identified in the following ways:
 - Serial Number
 - Names.

20. DISCIPLINARY MEASURES

If a learner violates any part of the above policy, the following sanctions will apply:

INAPPROPRIATE USE

- **1st Offence (Minor)** – Learner(s) will have the iPad confiscated and taken to the school office and can be collected at the end of the school day. Details of 'Check-In' and 'Check-Out' will be recorded and an email will be sent home with a warning regarding future use of the iPad.
- **2nd Offence** – Learner(s) will have their iPad confiscated and taken to the school office and must be collected by the parent at the end of the school day. Details of 'Check-In' and 'Check-Out' will be recorded, a detention issued and a further letter with an increased warning regarding future use of the iPad and the consequences of the 3rd Offence.
- **3rd Offence** – Learner(s) will have their iPad confiscated and taken to the Deputy Principal's office. Confiscation of the iPad and suspension of privileges for a specified length of time will be determined by the Principal. A suspension may ensue.

Any learner who persistently refuses to co-operate or violates any aspect of the provisions of the iPad Policy or the iPad User Agreement and the Computer Acceptable Use Policy may face other disciplinary action deemed appropriate in keeping with the school's Behavioural Policy.

Violations may result in disciplinary action up to and including internal suspension for learners. When applicable, law enforcement agencies may be involved.

A learner will be required to hand over their iPad to a member of staff if:

- the iPad, or any of its features, has been used for any form of bullying;
- there is a suspicion that the iPad has unsuitable material stored on it;
- a learner has disrupted a lesson through improper use of an iPad;
- a learner has misused their iPad to take photographs/video; on the school premises without obtaining permission to do;
- games are being played on the iPad in school time; and
- the iPad has been used to breach any school rule or policy or the general well-being of staff and learners.

Please sign and KEEP this section

Learners' name:

I have read and understand the Acceptable Use Policy and agree to follow it. I understand that if I fail to adhere to this policy, I will incur sanctions.

Signed: _____ Date: _____

PARENT/GUARDIAN

I have read and understand this policy. I give permission for my daughter to use an iPad at school. I understand if she fails to adhere to this policy, she will incur sanctions.

Signed: _____ Date: _____

This policy will be reviewed annually and may be revised.