



# ACCEPTABLE USE POLICY FOR IPADS

|                        |                |
|------------------------|----------------|
| <b>Date of Review:</b> | September 2024 |
|------------------------|----------------|

*This policy has been written following a consultation process, ratified by the Board of Governors and communicated to the school community as required. It will be monitored and reviewed as part of the school's policy review schedule.*

## **ACCEPTABLE USE POLICY FOR IPADS**

### **GENERAL INFORMATION**

Teachers will be given an iPad, Cover, USB Cable and USB charger.

Teachers should:

- Bring iPad to school every day charged.
- Keep your iPad with you or in a secured (locked) area at all times.
- Remember that your iPad is for educational purposes.
- Follow Ballymagee's Acceptable Use Policy at all times.

Teachers should not:

- Modify the iPad in any way other than instructed by school ICT Co-ordinator or Principal.
- Exchange iPads with another teacher.
- Apply any permanent marks, decorations or modifications to the iPad.
- Clear or disable browsing history on the device.
- Delete the MobileIron Application.

### **USING THE IPAD**

Use of the iPad will require a few necessary tasks to keep the device performing well.

- Clean the screen often with approved cleaning towels.
- Make sure hands are clean before using.
- Keep away from food and drink and sources of water such as sinks, baths, showers and pools.
- Charge the iPad only with the included charger and using a standard wall outlet for your power source.
- To extend the battery life of the iPad battery go through at least one charge cycle per month (charging the battery to 100% and then completely running it down).
- Document any software/hardware issues to the ICT Co-ordinator as soon as possible.

## **BALLYMAGEE E-SAFETY - ACCEPTABLE USE POLICY FOR IPADS**

|                            |  |                         |  |
|----------------------------|--|-------------------------|--|
| <b>Teacher's Name:</b>     |  |                         |  |
| <b>iPad Serial Number:</b> |  | <b>Security Number:</b> |  |

This policy should be signed by any member of staff who has been assigned an iPad by the school.  
I understand that I am the nominated member of staff for this iPad, and I agree that:

*Please initial each box*

|                                                                                                                                                                                                                                                                                       |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Ownership of this iPad rests with Ballymagee Primary School. Nominated staff may retain it for use while in the employment of this school. The iPad must be returned to school if the nominated member of staff ceases employment with the school or at the request of the Principal. |  |
| Use of the iPad, both in and outside school, is subject to the school's Acceptable Use Policy.                                                                                                                                                                                        |  |
| The iPad should not be given or lent or used by anyone other than the nominated member of staff when outside school.                                                                                                                                                                  |  |
| The iPad should always be carried in the protective cover provided to reduce the chance of damage. The nominated teacher is responsible for care and good judgement when using the iPad.                                                                                              |  |
| Ballymagee Primary School reserves the right to review, monitor or access all applications, activity and documents stored on the iPad without warning.                                                                                                                                |  |
| Staff must keep the 'Find my iPad' and 'MobileIron' applications installed, using their school email credentials, to aid recovery if the iPad is lost or stolen.                                                                                                                      |  |
| If the iPad is lost, stolen or damaged the school should be notified as soon as possible.                                                                                                                                                                                             |  |
| The iPad is insured by school only while inside school. If the iPad is removed from school, alternative insurance cover <b>must</b> be provided both for car and other location e.g. home. Home insurance policies must be checked to ensure adequate cover is in place.              |  |
| I understand that Securus will be monitoring all activity on iPads, on and off school site, for unacceptable words, phrases and images (both online and offline) and that screenshots of any content indicating concern will be taken and will be sent to designated staff.           |  |
| Ballymagee iTunes account should only be used to purchase free educational Apps unless you have discussed the purchase with the ICT co-ordinator or principal.                                                                                                                        |  |
| I will only use the 'Safari' web browser on my iPad when connected to the c2k network.                                                                                                                                                                                                |  |
| I will not live browse on unfamiliar websites while mirroring is enabled.                                                                                                                                                                                                             |  |
| If streaming video I will view the material prior to live streaming, and use only 'YouTube Kids' or a safe conversion site, e.g. video.link.                                                                                                                                          |  |
| I will use a four or six digit security pin on my iPad which I will keep private. I will provide this pin on request to the school management team.                                                                                                                                   |  |

|                |  |              |  |
|----------------|--|--------------|--|
| <b>Signed:</b> |  | <b>Date:</b> |  |
|----------------|--|--------------|--|