



iPad Acceptable Use Policy for Staff



ICT Manager
E-learning Co-ordinator

ST LOUISE'S MISSION STATEMENT

"In partnership with parents, guardians, staff, governors and students St Louise's promotes excellence in learning and teaching within a Catholic, Vincentian, Comprehensive ethos"

iPad User Agreement and Acceptable Use Policy

iPads allocated to teachers are the property of St Louise's Comprehensive College and should be looked after with appropriate care. Teacher use of the iPad falls under the School's Acceptable Use of ICT Policy for Staff, its Child Protection Policy, E-Learning and the E-Safety Policy. In St Louise's, access to the internet will be monitored through the school's content filtering service and the device will be monitored and tracked remotely by Mr Chris Browne, ICT Manager.

Provision of Equipment

Staff will be given an iPad 2, protective case and charger.

Staff should:

- ✓ remember that, in school, iPads should be used for educational purposes only;
- ✓ follow the School's Acceptable Use of ICT Policy for staff and the Child Protection Policy at all times;
- ✓ bring their iPad to school fully charged;
- ✓ keep their iPad with them or in a secured (locked) area at all times;
- ✓ keep the four-digit security PIN on their iPads confidential;
- ✓ report loss, theft or damage to Mr Browne/Mrs Killyleagh immediately; and
- ✓ back up data securely by ensuring iCloud is enabled at all times.
- ✓ Ensure that any member of staff borrowing their iPad, is fully aware of the iPad AUP

Staff should not:

- ✓ modify the settings of their iPads in any way unless instructed by the Mrs Killyleagh or Mr Browne;
- ✓ apply any permanent marks, decorations or modifications to their iPads;
- ✓ remove their iPads from their protective cases.
- ✓ Link personal devices or iClouds to the school iPad.

Using the IPAD

- ✓ Mr Chris Browne and iTeach will initially set up the iPad and these settings should not be changed by staff.
- ✓ Clean the screen often with approved cleaning towels and keep away from food and drink.
- ✓ Charge the iPad 2 only with an Apple charger and standard wall outlet for your power source.
- ✓ Any errors or problems with the iPad should be reported to the ICT Manager as soon as possible.

Apps

- ✓ Apps for use in school should be purchased through Mrs Caoimhe Killyleagh
- ✓ Apps may be purchased via the central school account.
- ✓ Key apps such as Numbers (spreadsheet), Pages (word processing), Keynote (presentation) and Explain Everything (whiteboard software) will be pre-installed on each iPad.
- ✓ Additional subject-specific apps for use in school may be installed on the recommendation of the subject teacher. Purchase and installation of such apps must be through Mrs Liddy.
- ✓ Individual members of staff are also allowed to purchase appropriate apps for themselves, using their own Apple ID, as long as they are in keeping with the School's Acceptable Use Policy. The cost of such apps will not be reimbursed.

Saving Documents

Saving documents with your iPad is via app based storage and sharing capabilities. This allows access to documents from other computers via the internet. You may also share your documents with other staff or students.

iPad Ownership

Teachers will be asked to:

- ✓ familiarise themselves with how the iPad can be used for basic ICT tasks, including accessing the internet, operating an e-mail account, word processing, presenting video and audio recordings;
- ✓ try out the core and subject specific apps that have been downloaded to their iPads;
- ✓ attend all relevant training and complete any tasks assigned for review and progression evaluation;
- ✓ look for, trial and demonstrate innovative teaching practice;
- ✓ liaise with HoDs with a view to integrating the iPad as a learning and teaching tool inspecific lessons this academic year;
- ✓ share good practice with department colleagues and staff from other departments;
- ✓ meet occasionally after school with other members of the iPad team to evaluate progress and share expertise; and
- ✓ provide feedback to Mrs Killyleagh and contribute to an implementation strategy and programme for the use of mobile technology across the school.

Staff iPad User Agreement

I agree to use the iPad allocated to me for educational purposes, including with pupils in teaching spaces in St. Louise's College. I understand and will abide by the use of iPad regulations outlined above, in conjunction with the School's Acceptable Use of ICT Policy and the Child Protection Policy. I further understand that should I commit any violation the School may ask me to return the iPad and school disciplinary or legal action may ensue. I also agree to periodically hand in my iPad for routine maintenance, security up-dating and screening. In the case of a suspected theft, I will ensure that a Police Report is completed in liaison with the Principal and an Incident Number provided to the School.

User's Full Name:

User's Signature:

Principal's Signature:

Date: