



MOUNT MERCY COLLEGE

Ipad / Ebooks Initiative

POLICY FOR PROTOCOL OF USE

**This policy applies to all students who utilise mobile devices eg: Ipads, Smartphones for school related activities.*

INTRODUCTION:

1. Our iPads/Ebooks Policy was introduced for 1st year students in 2013.2014 and will be reviewed at the end of this school year.
2. The use of a mobile device is optional for 1st years but it is recommended that parents endeavour to co-operate with this initiative in so far as they can.
3. The School Authority recognises that some parents have reservations for various reasons about the uses of mobile devices.
4. The School Authority believes that this innovation is timely and will enhance the learning of our students. We hope that it will create a more vibrant classroom experience and that it will be a visual aid which stimulates active learning.
5. The School Authority also notes that the weight of school bags continues to be a concern in regard to posture and back care
6. The iPads will be used initially offline to facilitate the use of Ebooks.
7. The School Authority will utilise a Management System to ensure that students will use their iPads in a supervised mode.

AIM:

The policy of usage set out below aims to protect our students and provide a framework for academic and personal growth and should equip our students with the skills and knowledge to safely and constructively use technology to support and enhance their learning.

EQUIPMENT:

- Following a tender process the recommended supplier of iPads to M.M.C. students is Wriggle, g6, Calmount Park, Calmount Ave, Ballymount, Dublin 12.
- Parents are responsible for the purchase of equipment and for the safe keeping and insurance of the device.
- While parents retain ownership of the device, they agree to grant school management and teachers the right to collect, inspect and confiscate if necessary for a limited period of time.
- Usage of the device within M.M.C. is a privilege and not a right. Therefore we expect our students to comply with our Policy of Acceptable Use.
- If students abuse this privilege they may have the right to their use of the iPad withdrawn or suspended.
- **Charging of iPad:** it is the Parent/Student responsibility to arrive in school daily with a fully charged iPad. Please note that iPads will not normally be charged at school.

DAMAGE / LOSS OF Ipad:

- Students are responsible for the safe keeping and care of the iPad. In the event of a loss / theft / damage this should be reported immediately to the school authority – not withstanding this all students must take care of and be responsible for their own property.
- Any warranty issues must be taken up directly with the supplier of the device.

STUDENT RESPONSIBILITIES:

1. Arrive in school daily with a fully charged iPad.
2. Keep the iPad clean and in a protective case and in your locker when not in use.
3. Do not let anyone use the iPad other than your Parent(s).
4. Do not remove any serial numbers / identification / school labels placed on the iPad on behalf of M.M.C.
5. Adhere to the M.M.C. policy in regard to use of the iPad.
6. Report any damage / theft / loss immediately to your subject / class teacher.
7. Report any issues of abuse of iPad by another student to your Class Teacher or Year Head.
8. The iPad must be kept in your locker during break times and also in accordance with instruction of your teachers at other times.
9. Use the iPad on your desk only.
10. Take frequent breaks when using the iPad for long periods, i.e. look away from the screen approximately every 15 minutes.
11. Do not provide your personal information to anyone over the internet.
12. Do not share your passwords with other students.
13. Keep your iPad in a secure location when not in school.
14. Do not use the iPad to bully, harass or intimidate other students.
15. Do not use any Apps inappropriately – this includes the use of the camera. The camera may not be used in school without the express permission of the teacher. The voice and sound recording facility also may not be used without teacher's permission.
16. The use of the Internet is prohibited without teacher's permission and supervision.
17. First Year students will be required to accept and sign the Digital Citizenship Protocol attached and any deviation by students from this protocol will be severely sanctioned.

PARENTAL RESPONSIBILITIES:

1. Parents should inspect the iPad each evening and ensure that it is in good working order.
2. Parents should ensure that the student arrives in school with a fully charged iPad daily.
3. Parents should inspect the iPad and the installed Apps regularly to ensure that there is no inappropriate material.
4. Parents are requested to ensure that their daughter(s) comply in full with our acceptable use of iPad & Internet Policy
5. Downloading of Ebooks should, in accordance with earlier Email, be completed in time for scheduled timetable in September. Students will be required to have their eBooks readily available in the same way as previously with actual text books.
6. Parents should consider applying age rated restrictions to apps, films, TV programmes etc.

MOUNT MERCY COLLEGE RESPONSIBILITIES:

1. Mount Mercy will annually negotiate the best possible price for the device.
2. Mount Mercy will organise training for students in the use of an iPad.
3. Mount Mercy will provide lockers for safe storage of iPads during breaks.
4. Mount Mercy will endeavour to ensure that this innovative learning experience is positive for students.
5. Mount Mercy will not discriminate between students who have and students who have not got an iPad.
6. Mount Mercy will implement the Ipad Policy fairly and in accordance with our overall Code of Discipline.
7. Mount Mercy reserves the right to delete inappropriate material and to sanction students who do not comply with the acceptable use of an Ipad.

Mount Mercy College - Digital Citizenship



- **Respect Yourself**

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

- **Protect Yourself**

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

- **Respect Others**

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

- **Protect Others**

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

- **Respect Copyright**

I will request permission to use resources and suitably cite all use of websites, books, media etc. I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

- **Respecting Technology**

I will take all reasonable precautions to protect my mobile device from damage. I will always keep it with me or in secure storage when appropriate. I will not tamper with its software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

- **Acceptance**

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out in accordance with the Code Of Discipline at Mount Mercy College.

PRINT STUDENT NAME: _____

YR. GROUP: _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT(S) SIGNATURE(S): _____