

Douglas Community School Assistive Technology Usage Policy Jan 2021

Users Responsibilities

iPad / Laptops are solely for use as an educational tool and are not for personal use.

Only Apps for educational purposes are to be installed

Do not plug your iPad / Laptop into your computer either at home or in school,

Do not sync/link iPad / Laptop up to a personal Itunes account,

Memory space is limited so please do not load/save personal content, i.e. music, videos or pictures, onto the iPad / Laptop.

Do not change iPad / Laptop passcode. (Consult ICT technician if needed)

Use only the Douglas Community School (@dcscork.ie) email account on the iPad / Laptop, do not add any other email account.

iPad / Laptops are not to leave the country

The AC adapter and cable are your responsibility, please care for it and store responsibly.

The provided protective cover/case for the iPad / Laptop must be used at ALL times.

The iPad / Laptop screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc...) on top of the iPad / Laptop.

Do not subject the iPad / Laptop to extreme heat or cold.

Do not store or leave unattended in vehicles or Class Rooms.

Users may not photograph any other person, without their consent.

The iPad / Laptop is subject to routine monitoring by Douglas Community School.

Douglas Community School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad / Laptop.

Safeguarding and Maintaining as an Academic Tool

- Items deleted from the iPad / Laptop cannot be recovered.
- Management profiles are not to be deleted from the iPad / Laptop.
- It is a user's responsibility to keep their iPad / Laptop safe and secure. The user must know where the iPad / Laptop is at all times.
- **iPads/laptops remain the property of the school at all times** and must be returned to the school when the student is leaving.

Lost, Damaged or Stolen iPad / Laptop

If the iPad / Laptop is lost, stolen, or damaged, the ICT Technician/School Principal must be notified immediately.

The laptop is covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects.

If a device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace or repair it.

iPads that are believed to be stolen can be tracked through iCloud, laptops can not.

Prohibited Uses (not exclusive):

Accessing Inappropriate Materials – All material on the iPad / Laptop must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities – Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity.

Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. **Cameras are not to be used to take photographs of other individuals only under teachers supervision.** Any use of a camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation. Images of other people may only be made with the permission of those in the photograph.

Posting of images/movies on the Internet into a public forum is strictly forbidden, without the expressed permission of the Teacher or in the case of staff use; the School Principal.

Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPads by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Inappropriate media may not be used as a screensaver or background photo.

Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.

I have read, understand and agree to abide by the terms of the iPad / Laptop Acceptable Use Policy.

Name

Student signature

Date

Parent signature

Date