



Collegiate Junior School for Girls

Policy for the Acceptable Use of Tablet Devices



Table of Contents

1. Program Overview	2
2. User Responsibilities.....	3
A. Caring For the Tablet Device	3
B. Safeguarding and Maintaining as an Academic Tool.....	3
C. Lost, Damaged or Stolen Tablet Device.....	4
D. Prohibited Uses	4
3. Reference / Applicable Documents	5
4. Document Management	5



1. Program Overview

The Tablet Program at Collegiate Junior formalises our goal of providing 21st century learning options for our learners. For Grade 6 & 7s, this will be 1:1, meaning that each learner will have an individual tablet device to use as a personal learning tool. These devices will be purchased by the parents.

Among the challenges of successful teaching is the requirement that we show our learners how to embrace new ideas and new methods. The use of 1:1 digital technology in classroom instruction is one way to help prepare our learners for learning in an unpredictable future.

At the core of a Collegiate Junior School education is the expectation that when our learners leave Grade 7, they will be well prepared for high school and the life that lies ahead for them. We believe that the foundation of such preparation is the ability to be a lifelong learner: to embrace and explore ideas both old and new; to consider the value of new ways of understanding; to seek better ways of knowing.

In addition, the school has 60 iPads that will serve as “iPad banks” and teachers will book these out for use in the classroom by the girls. These banks have been used effectively to date and have impacted positively on the learning and teaching and teaching programme.

Learners today are saturated with technology and we, as a school, have a responsibility to prepare learners for this world, meeting them where they are and ensuring that technology is utilised wisely and for tasks that support their overall development.

An important reason to utilise digital devices in daily instruction is to help our learners to see both the advantages and limitations of a digitally-connected world. The world of the Internet gives learners volumes of information at their fingertips. Classroom lessons and instruction can help learners to make sense of that information, to sort fact from fiction, and to determine why some information has value and meaning while other information is simply noise.

Providing learners the opportunity use technology will enhance each learner’s overall learning experience. Utilising tablet devices at Collegiate Junior School gives learners the access to learn anywhere, anytime - both in classrooms and at home. This 1:1 personalised learning also increases access to educational technology during the school day, narrows the digital divide between learners, and promotes responsible use of today’s ever changing technologies.

All tablet devices in use by COLLEGIATE JUNIOR learners under this program are subject to the responsibilities and restrictions in this policy as well as the COLLEGIATE JUNIOR Acceptable Use of Technology Policy (collectively referred to herein as “COLLEGIATE JUNIOR AUP”). This applies whether the learner rents, leases or loans the device from COLLEGIATE JUNIOR or personally owns the device. All tablet devices are subject to routine monitoring by teachers, administrators, and the ICT Department staff. COLLEGIATE JUNIOR ICT Department staff will periodically monitor tablet device wireless activity.

COLLEGIATE JUNIOR reserves the right to confiscate and search all learner tablet devices to ensure compliance with the COLLEGIATE JUNIOR AUP. Learners must comply with any individual classroom rules regarding use of tablet devices set forth by each teacher and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request. Learners in violation of COLLEGIATE JUNIOR AUP will be subject to disciplinary action.

In addition, their device may be: confiscated for a period of time during the day or overnight, and/or have all personal content removed. COLLEGIATE JUNIOR may remotely lock down and wipe a device. COLLEGIATE JUNIOR is not responsible for financial loss suffered due to personal material being deleted, including applications (apps), music or other media purchased by the learner. Violations will result in restrictions being placed on the device by COLLEGIATE JUNIOR and the learner only being able to access their academic content. Regardless of any disciplinary action, completion of all class work remains the responsibility of the learner.



Parents should discuss their expectations for responsible, acceptable behaviour with their child. All learners must sign the COLLEGIATE JUNIOR Tablet Device Pledge prior to using a tablet device at COLLEGIATE JUNIOR.

2. User Responsibilities

A. Caring For the Tablet Device

- The tablet's screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of the tablet.
- Tablets must be in an approved, sturdy protective case at all times. Cases will not prevent all damage but they will help protect the tablet as well as learners from injury due to broken glass, etc.
- Only use a clean, soft cloth to clean the screen. Never use household cleansers of any type (e.g. Handy Andy) to clean a tablet. Never submerge a tablet in water.
- Defacing of any tablet device in any way, including those owned by the learner, is prohibited (no stickers, markers, etc.).
- To extend battery life, learners should always turn off and secure their tablet devices when not in use.
- Do not subject the tablet to extreme heat or cold (do not store in vehicles).

B. Safeguarding and Maintaining as an Academic Tool NB: (specific relevance to 1:1 initiative)

- The tablet device is required to be at school every day, fully charged. Charging at school is prohibited. It may take up to 4 hours to fully charge the device so overnight charging is recommended.
- If a tablet is left at home or is not charged, the learner remains responsible for completing all class work as if they had use of their tablet device.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Learners will use cloud-based storage (as directed by ICT Department staff) for storage and backup of educational materials. It remains the learner's responsibility to ensure that files, documents and apps are appropriately saved and stored. Doing so will safeguard class materials in the event that a loan device is necessary.
- Items deleted from the tablet device cannot be 'undeleted', so backing up your work is very important.
- Preloaded apps and all materials provided by COLLEGIATE JUNIOR may not be deleted and they must be updated periodically as indicated by the device.
- Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal media/files/apps must be removed regardless of financial loss to the learner.
- Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio or visual, with other learners.
- The volume is to remain on mute all day.
- Permission must be obtained from the teacher to use headphones or unmute the device.
- The whereabouts of the tablet device should be known at all times. It is the learner's responsibility to keep their tablet device safe and secure.
- No tablet device is allowed onto the playground at break times, whether in use or not.
- For safety reasons, tablet devices may only be used inside the school buildings, and not on the school fields or other sports facilities in the afternoons. Tablets may only be used outside under the supervision of a teacher for express academic purposes such as project work, field trips, etc.
- No learner may tamper with, share or use another learner's tablet device under any circumstances, unless under the supervision of a teacher or staff member.
- If a tablet device is found unattended, it should be given to the nearest teacher or staff member.



C. Lost, Damaged or Stolen Tablet Device

- If the tablet device is lost, stolen or damaged, the School Office must be notified immediately.
- Tablet devices that are believed to be stolen may be tracked through the COLLEGIATE JUNIOR wi-fi system, provided the device is connected to the Internet. COLLEGIATE JUNIOR is not responsible for devices that have been connected to other networks or smartphone hotspots while on school premises. In addition, each tablet device should be enrolled in an appropriate 'search and find' app (such as the 'Find My iPad' app for iPad devices). This provides the capability for tablet devices that cannot be located to be locked and remotely wiped.
- Insurance covering loss and damage to the tablet device is the responsibility of the learner.
- Loss or damage to the tablet device does not preclude the learner from completing the requirements of classwork.

D. Prohibited Uses

• Accessing Inappropriate Materials

- All material on the tablet device must adhere to the rules and regulations as stipulated in the COLLEGIATE JUNIOR Acceptable Use of Technology Policy (AUP). Learners must abide by the same prohibited uses as when they use school computers.
- Learners are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene, sexually explicit or age-restricted materials.
- Use of social networking apps and/or websites is strictly prohibited unless permission has been granted by a teacher for express educational purposes.
- Tablet device communication functions (messaging, texting, 'FaceTime', camera and microphone, 'AirDrop') functions are not to be used during the school day unless under the direction of a teacher for academic purposes. Any use of cameras in bathrooms or changing rooms, regardless of intent is strictly prohibited.
- Media inappropriate for school should not be stored on tablet devices and certainly may not be used as a screensaver or background photo (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures).
- Learners may only access the Internet through COLLEGIATE JUNIOR's wireless network during the school day and all other access (cellular, use of VPN, proxies, etc. is strictly prohibited)
- Learners are not permitted to remove any school installed profiles on their tablet devices. Doing so will result in the loss of ability to connect to the school's wireless network and removal of all the applications provided by the school. Adding profiles is also prohibited.
- **Misuse of Passwords/Unauthorised Access** - Learners must set a passcode to their tablet device to prevent other learners from misusing their tablet device. Learners are prohibited from trying to gain access to another learner's tablet device, accounts, files or data, whether stored on the device, the COLLEGIATE JUNIOR network or in cloud-based storage.
- **Malicious Use/Vandalism** - Do not attempt to destroy hardware, software or data. Never attempt a repair on your own as it will void any applicable warranty. If the device was purchased through COLLEGIATE JUNIOR, any damage must be reported to the School Office. Learners who purchased devices on their own should inquire for service from their retailer or Apple.
- **Jailbreaking iOS devices (devices such as an iPad)** - Under no circumstances is a learner jailbreak or attempt to jailbreak an iPad, regardless of whether the device is privately owned or COLLEGIATE JUNIOR property. Jailbreaking is the process which removes limitations placed on the iPad by Apple. Jailbreaking results in a less secure device, voids warranties and is strictly prohibited.



3. Reference / Applicable Documents

Document Name	Hyperlink
Acceptable Use of Technology Staff Agreement	Link
Acceptable Use of Technology Parent & Learner Agreement	Link
Acceptable use of Technology and Tablet Devices Agreement	Link
Learner Pledge	Link
Policy for the Acceptable Use of Tablet Devices	Link

4. Document Management

Document Identification

Name:	Policy for the Acceptable Use of Tablet Devices
Version:	V 0.03
Classification:	Confidential – Internal Use Only
Author:	Ryan Woods

Preparation

Action	Name	Title	Date
Prepared By:	Mr Ryan Woods	IT Manager	21 July 2017
Prepared By:	Mr Peter Pappas	Governing Body Member (CO-OPTED)	21 July 2017
Reviewed By:	Mrs Gill Robinson	Headmistress	21 July 2017

Release

Version	Date	Change Notice	Remarks

Approval

Action	Name	Title	Date
Approved By:	Mrs Gill Robinson	Headmistress	24 July 2017