Polasaí Úsáide Inghlactha i leith an iPad

Réamhrá

I Meánscoil Gharman, admhaímid go bhfuil tacaíocht ar leith ar fáil ó na tuismitheoirí i dtaobh thioscnamh an iPad. Táimid ag súil go leanfar leis an tacaíocht seo agus go gcuirfidh an tionscnamh seo go mór le múineadh agus le foghlaim na scoláirí rannpháirteacha.

Caithfear an polasaí seo a léamh i dtaca le Polasaí Úsáide Inghlactha i leith an Idirlín atá ag Meánscoil Gharman agus atá ar fáil ar shuíomh idirlín Mheánscoil Gharman.

Fearas

Is iad na tuismitheoirí atá freagrach as an iPad agus na hE-leabhair/feidhmchláir a cheannach dá mac/dá n-iníon. Is iad na tuismitheoirí freisin atá freagrach as iPad a mic/a n-iníne a choimeád slán, a dheisiú agus a chur faoi árachas. Agus úinéireacht agus seilbh an iPad á gcoinneáil ag na tuismitheoirí, aontaíonn siad cead a thabhairt do mhúinteoirí agus do bhainistíocht na scoile an iPad a bhailiú agus/nó é a scrúdú agus/nó é a choigistiú (do thréimhse theoranta) ag am ar bith agus bogearraí suiteáilte nó crua-earraí suiteáilte a athrú, a chur leis nó a scriosadh. Tá sé mar phribhléid, seachas de cheart, iad a úsáid ar scoil. Féadfaidh na scoláirí a gcearta chun an iPad a úsáid agus chun é a bheith ina seilbh acu a chailliúint má tá mí-úsáid freagrachta ar siúl acu nó má sháraíonn siad an polasaí seo, PÚI na scoile agus Cód Iompraíochta agus Rialacha na Scoile.

Ionadaíocht Fearais

Sa chás go bhfuil iPad aon scoláire do-oibrithe, déanfaidh an scoil iarracht iPad breise a chur ar fáil le húsáid fad is atá iPad an scoláire á dheisiú nó á athsholáthrú. Beidh an comhaontú seo infheidhme i leith an iPad ionadach.

Ní bheidh ach aon iPad ionadach amháin ar fáil d'aon scoláire ag aon am amháin, áfach.

Má dhéanann aon scoláire dochar don iPad ionadach seo nó má dhéanann sé/sí dearmad é a thabhairt ar scoil nó má thagann sé/sí ar scoil gan é a luchtú, ní chuirfear iPad ionadach ar fáil.

Dochar d'Fhearas nó Fearas a Chailliúint

Caithfidh na scoláirí tuairisc a thabhairt don Mhúinteoir Ranga, don Phríomhoide agus/nó don Leas-Phríomhoide maidir le haon dochar nó caillteanas agus déanfaidh siad cinneadh i ndáil leis an mbeart cuí.

Tá gach iPad clúdaithe ag baránta déantóra ar feadh bliana. Tá lochtanna an déantóra clúdaithe ag an mbaránta seo. Má chailltear iPad nó má dhéantar dochar dó trí faillí a dhéanamh air nó trí mhí-úsáid, is ar an gclann a thitfidh an freagracht airgeadais chun an iPad a athsholáthrú.

Má dhéantar dochar d'iPad, oibreoidh an scoil leis an scoláire agus leis an soláthraí chun ceisteanna baránta a

réiteach.

Caighdeáin do Chúram Pearsanta iPad

Freagrachtaí na Scoláirí:

 Teacht chun na scoile gach lá le hiPad atá luchtaithe go hiomlán.

 An iPad a choimeád i gcás cosantach agus sna taisceadáin nuair nach bhfuil siad in úsáid.

 Gan lig d'éinne an iPad a úsáid seachas a dtuismitheoirí.

 Cloígh leis an bpolasaí seo agus leis an PÚI de Mheánscoil Gharman i gcónaí.

Nóta: Tá an Polasaí Úsáid Inghlactha foilsithe ar shuíomh idirlín na scoile:

 Tabhair tuairisc láithreach don Mhúinteoir Ranga agus/nó don Phríomhoide agus/nó don Leas-Phríomhoide má tá aon fhadhb, dochar nó goid i gceist.

 Tabhair tuairisc maidir le haon fhadhbanna nó cur isteach ó aon scoláire eile mar gheall ar shealbhú iPad, úsáid iPad nó úinéireacht iPad.

 Má théann tú abhaile ón scoil gan tuairisc a thabhairt ar dhochar nó cur isteach a tharla i rith an lae, toimhdeoidh an bhainistíocht gur tharla an dochar agus/nó an cur isteach lasmuigh d'am na scoile.

 Fágfar iPadanna sna taisceadáin le linn an tsosa/le linn am lóin agus fad agus atá scoláirí ar turais nó i mbun gníomhaíochta.

Freagrachtaí na dTuismitheoirí

 Ba chóir do thuismitheoirí scrúdú a dhéanamh ar an iPad gach tráthnóna lena áirithiú go bhfuil sé in ord maith oibre.

 Ba chóir do thuismitheoirí tuarascáil a thabhairt do bhainistíocht na scoile láithreach maidir le haon dochar, cur isteach nó ceisteanna i ndáil le húinéireacht, seilbh no úsáid an iPad.

 Ba chóir do thuismitheoirí scrúdú a dhéanamh ar an iPad agus ar na feidhmchláir shuiteáilte ar bhonn rialta lena áirithiú nach bhfuil fáil ar aon ábhar míchuí ann.

Freagrachtaí na Scoile:

 An polasaí seo, an PÚI agus Cód Iompraíochta agus Rialacha na Scoile a chur i bhfeidhm.

 Gach iarracht a dhéanamh lena áirithiú gur féidir le gach scoláire úsáid ciúin, taitneamhach a bhaint as an iPad.

 Taisceadán a chur ar fáil mar áit stórála shábháilte do gach scoláire ar úsáideoir iPad iad.

 Áit stórála shábháilte a chur ar fáil do gach scoláire ar úsáideoir iPad iad le linn sosanna agus fad agus atá siad ar turais nó i mbun gníomhaíochta.

 Déanfaidh an scoil gach iarracht aon cheist maidir le húinéireacht, seilbh nó úsáid an iPad dá dtuairiscítear a réiteach.

Cúram Ginearálta

- Coimeád an fearas glan. Mar shampla, ná bí ag ithe nó ag ól agus an iPad in úsáid.
- Ní fhéadfaidh scoláirí aon athruithe buana ar bith a dhéanamh don iPad.
- Ní fhéadfaidh scoláirí sraithuimhreacha, comhartha aitheantais nó lipéidí na scoile a cuireadh ar an iPad a bhaint de.

An iPad á Iompar

- Iompair an iPad sa chás iPad, sa chás sábháilteacht agus sa mhála scoile ag dul chun na scoile, ag imeacht ón scoil agus i rith an lá scoile.
- Fág an iPad sa taisceadán nuair nach bhfuil sé in úsáid.

Cúram Scáileáin

- Glan an scáileán le héadach frithstatach, tirim, bog nó le glantóir scáileáin ar cheapfar go sonrach le haghaidh scáileáin LCD amháin.
- Clúdach – cuireann Clúdach Scáileáin cosc ar scrabhanna.

Sláinte agus Sabháilteacht Pearsanta

- Seachain úsáid fairsing an iPad agus é díreach ar do ghlúine. Is féidir le bun an iPad roinnt mhaith teasa a chruthú.
- Tóg sosanna rialta agus an iPad á úsáid ar feadh tréimhsí fada. Breathnaigh thart ón iPad gach cúig nóiméad déag nó mar sin de.
- Ná tabhair do shonraí pearsanta d’éinne ar an Idirlíon.
- Ná roinn do phasfhocail le héinne.
- Coimeád d’iPad in áit shábháilte nuair nach bhfuil sé ar scoil.

Úsáid Teoranta agus Coigistiú

Beidh na scoláirí a sáraíonn an Polasaí seo agus/nó an PÚI agus/nó aon chaighdeáin réasúnta d’úsáideoirí iPad faoi réir Cód Iompraíochta na Scoile agus Rialacha na Scoile. Féadfar scoláire a chur ar rochtain theoranta maidir leis an iPad, é seo de rogha ag bainistíocht na scoile, le linn an lá scoile, ar feadh thréimhse teoranta, go dtí gur deimhin le bainistíocht na scoile go bhfuil na coinníollacha i ndáil le húsáid neamhshriantach mar atá sonraithe ag bainistíocht na scoile á gcomhlíonadh ag an scoláire.

Féadfar iPad a choigistiú ar thréimhse teoranta freisin mar gheall ar mhí-úsáid an scoláire sin nó mí-úsáid aon scoláire eile.

Cuirfear scoláire ar Úsáid Teoranta agus/nó coigistiú ar chúiseanna lena n-áirítear na cúiseanna seo a leanas ach

gan a bheith teoranta dóibh :

 Dochar iomarcach

 Caillteanas iomarcach

 Gan glacadh ar bith agus/nó gan comhlíonadh ar bith leis an bpolasaí seo agus leis an PÚI.

 Mí-úsáid aon fheidhmchláir lena n-áirítear an ceamara.

 Ábhar míchuí, míchruinn, clúmhillteach, graosta nó mídhleathach ar an iPad.

 Na caighdeáin do Chúram Pearsanta iPad á sárú acu.

 Loiceadh comhoibriú le fiosrúcháin na scoile maidir le mí-úsáid iPad. Loiceadh athuair an iPad a thabhairt chun an ranga nó gan é a bheith luchtaithe go hiomlán.

iPad Acceptable Usage Policy

Introduction

In Meánscoil Gharman we acknowledge the support of our parents in the iPad initiative. We anticipate this support will continue and that this initiative will enhance teaching and learning for all participating students. This policy must be read in conjunction with the Meánscoil Gharman's Acceptable Use (of the Internet) Policy which is published on the Meánscoil Gharman website.

Equipment

Parents are responsible for purchasing the iPad and ebooks/apps for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/daughter's iPad. Whilst parents retain ownership and possession of the iPad, they agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware, Usage, within the school is a privilege and not a right. Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach this Policy, the school's AUP and the Code of Behaviour and School Rules.

Substitution of Equipment

In the event that a student's iPad is inoperable, the school will try to provide a spare iPad for use while the student's iPad is repaired or replaced. This agreement remains in effect for the substitute iPad. However, only

one substitute iPad will be provided to a student at any one time. If a student damages, forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be provided.

Damage or Loss of Equipment

Students must report any damage or loss to the Class Teacher, the Principal and or Deputy Principal, who will determine necessary action. All iPads are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If an iPad is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the iPad. If an iPad is damaged, the school will work with the student and supplier to resolve any warranty issues

Standards for Personal iPad Care

Student Responsibilities:

- Arrive to school each day with a fully charged iPad.
- Keep the iPad within a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents.
- Adhere to this policy and the (AUP) of Meánscoil Gharman at all times.
  Note: The Acceptable Use Policy is published on the school's website:

- Report any problems, damage or theft immediately to your Class Teacher and /or Principal and/or Deputy Principal.

- Report any issues and interference created by any other student because of iPad possession, use or ownership.

- If you go home from school without reporting any damage or interference that may have occurred during the school day, management will presume that the damage and/or interference took place outside of school time.

- iPads are to be left in lockers during break/lunchtime and whilst students are on tours, trips and activities.

Parental Responsibilities

- Parents should inspect the iPad each evening to ensure that it is in good working order.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material.

School's Responsibilities:

- To enforce this Policy, the AUP and the Code of Behaviour and School Rules.
- To make every effort to ensure quiet use and enjoyment of the iPad by all students.
- To provide a locker for safe storage for all students who use an iPad.
- To provide a safe storage area for students who use iPads during breaks and whilst they are on tours, trips or activities.
- School will make every effort to resolve any reported issues relating to ownership, possession or use of the iPad.

General Care

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.

Carrying the iPad

- Transport the iPad in the iPad case, safety case and school bag whilst travelling to and from school and during the school day.
- Leave the iPad in locker when not in use.

Screen Care

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Cover – Screen Cover prevents against scratches.

Personal Health & Safety

- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.
- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone.
- Keep the iPad in a secure location when it is not at school.

Restricted Use and Confiscation

Students who breach this Policy and/or the AUP and/or any reasonable standards of user of the iPad will be subject to the School Code of Behaviour and School Rules. A student may be put on restricted/limited access to the iPad, a school management discretion, during the school day, for a limited period, until such time as the school management determines the student has satisfied the conditions for non-restrictive use as specified by the school management. An iPad may also be confiscated for a limited period because of misuse either by the student or any other student. Reasons for placing a student on Restrictive Use and or confiscation include, but are not limited to the following:

- Excessive damage
- Excessive loss
- Non-acceptance and/or compliance with this policy and the AUP.
- Inappropriate use of any App which includes the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- Violating standards for Personal iPad Care.
- Failing to co-operate with school's investigations of misuse of iPad.
- Repeated failure to bring iPad to class/failure to bring fully charged.