

## **Hazelwood Integrated Primary School Ipad Policy**

The focus of the iPad program at Hazelwood Integrated Primary School is to provide tools and resources for the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad.

The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for independent learning and becoming Life Long Learners.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace. With this in mind it is important to have all teaching staff (Teachers and Assistants) on board and fully trained in the use and administration of the iPads and aware of the Policy and procedures.

The policies, procedures and information within this document apply to all iPads used at Hazelwood Integrated Primary School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom. All staff should follow the schools Child Protection, E-Safety and acceptable use Policy when using the school ipads.

An ICT working group has been formed and will include the principal, a member of the Board of Governors and teaching staff. The group will hold regular meetings to discuss how the iPads are being used presently, costs that have occurred, ideas how to further the use of the iPads and any training that is required by staff to allow these improvements in current practice to happen.

Parents will be able to access this policy on the school website. Parents will be able to send ideas regarding this initiative through the parent representative or the Board of Governors member to the meeting. Alternatively they may contact the school through e-mail.

### ICT Coordinators responsibility

It is the responsibility of the ICT Coordinator to:

- Ensure all iPads and iPad infrastructure is working properly so that the teacher can deliver a high standard of lessons.
- Assist the teacher in any problems they might encounter.
- Provide training for the teachers and Classroom Assistants involved. (This may involve outside agencies)
- Assess recommendations from staff on purchasing Apps, approve and roll out Apps deemed appropriate for the school curriculum.
- Liaise with outside bodies to ensure the iPad use is effective and being used to its full potential.

### Guidance for Teachers -iPad use in school

The following information contains guidance around the care, maintenance and use of iPads.

Use of Teachers Ipads:

- No unsuitable material will be accessed or saved on a school iPad. Only images, videos and support materials for school use should be stored on any school iPad. Ipads must not be used for Personal images, videos and content. This may result in the iPad being removed from teacher, pupil or staff member use for a length of time which will be decided by the ICT Coordinator and or Leadership Team. A teacher must pass over any iPad if requested by their Leadership Team or ICT Coordinator.

- Apps for school use can only be purchased by the ICT coordinator. Teachers can request apps from the coordinator who will then purchase them after school approval has been given. Apps must have an educational purpose with clear links to the Northern Ireland Curriculum.
- Images and videos of pupils and their work should never be uploaded onto the Internet other than for the school website in line with child protection guidelines.
- Social media sites are not to be used on the iPads.
- Teachers are responsible for ensuring the iPads apps are updated on a regular basis. This will be achieved through downloading any apps already installed by the ICT Coordinator.
- Pupils must not be given a teacher's iPad security 4 pin password
- Teachers must report any iPad faults or issues to the ICT Coordinator as soon as possible.
- iPads should be set up with your school email address only.
- Teachers' iPads may only go home with the teacher whom it is allocated to. Each teacher is responsible for the content on their iPad. Do not install or download any content that may be considered only for your own personal use, or could be deemed not suitable for classroom use.
- Do use provided case to protect the iPad for general day to day school use.

#### Use of Pupils iPads:

- iPads will be charged during the school day. Do not leave iPad charging overnight. Teachers are responsible for maintaining the charge on their own classroom set of iPads. A designated morning or afternoon once a week should be allocated to give a full charge.
- If your class have to leave the room the iPads should be returned to the store and the store door locked. Each teacher has been provided with a key to their room for this purpose. iPads should also be locked in the store overnight.

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- Pupils should be taught by their teacher inform them when their iPads battery is running low. A member of staff should collect and return iPads to the store.
- Pupils must not put passwords on the iPad. The teacher must have access to all content at any time.
- When classroom sets of iPads are exchanged between rooms they must be returned immediately after use to the correct teacher. Only staff should transport the iPads between rooms.
- Teachers must display 'Pupils Classroom Ipad Rules' and go over these at the start of each lesson. This should continue until all pupils are familiar with these and then be repeated when needed. Please ensure Classroom Assistants are also aware of these rules.
- Pupils iPads will remain in school at all times.
- Pupils must only use the iPad as directed by the teacher for curriculum purposes.
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Name of Employee \_\_\_\_\_ Signature\_\_\_\_\_

**Child's guidance for iPad use in school.**

Dear Parents,

This is an exciting time in Hazelwood Integrated Primary School. iPads have been introduced to the school and your children will be using them in class to enhance the curriculum.

This also means that they are being taught rules for iPad use in the classroom. Their teacher has explained the rules, which are listed below to the children but please take some time to talk to your child about the rules and why they are important.

As an iPad user, your child has responsibilities to adhere to, these are listed in the iPad Policy as:

**Child's responsibility**

It is the responsibility of the child to:

- Report faults or any worries about the iPad to the teacher straight away.
- Not to try and fix anything on the iPad themselves.
- Only access programs and material from the iPad or internet for their work. This will be as directed by their teacher.
- Keep the iPad in its protective cover and always be gentle with the iPad.
- Only handle an iPad with clean hands
- Carry the iPad with both hands.
- Sit carefully and remain seated when using an iPad unless otherwise instructed to do so by you teacher.
- Do not eat or drink near the iPads.
- Never put any codes on the iPads.
- To carefully follow our Classroom iPad Rules. iPad use will be removed from the pupil if rules are not followed.

A copy of the iPad Policy will be made available on the school website.

Please sign the Acceptable Use Agreement below on behalf of your child once you have discussed these rules with them and return it to your child's teacher. This only needs to be completed once.

Many thanks for your continued cooperation.

<b>Teacher's Acceptable Use Agreement for iPads</b>	
<b>Name</b>	<input type="text"/>
<b>Agree to adhere to the General Guidance concerning the iPads and understand the responsibilities laid out in the iPad Policy.</b>	
<b>Signed</b>	<input type="text"/>
<b>on behalf of</b>	<input type="text"/>