

Policies and Procedures for 1:1 iPad Programme 2020-2021



St. Margaret's Co-educational English Secondary & Primary School

St. Margaret's Co-educational English Secondary & Primary School is proud to offer our Primary 5 to Secondary 6 Students the chance to learn with Apple iPad devices for use both at school and at home. The 1:1 iPad Programme, which provides mobile computing and wireless technology to St. Margaret's Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to using an iPad.

- Students will receive instruction from school staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year after an initial familiarization Programme.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in a public area of the school, e.g. the classroom or the playground.
- Students must take precautions to prevent damage to the iPad; for example do not leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The iPad comes with preloaded apps and these must not be removed. Students may be able to load additional apps onto the machine while following the guidelines of the Acceptable Use Policy when the school authorizes students to do so. They must never load games apps on to their device.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students must not use the iPad to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.)
- Students are to use the iPad in accordance with the St. Margaret's Co-educational English Secondary & Primary School Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads, borrowed from the school, are the property of St. Margaret's Co-educational English Secondary & Primary School and must be returned at the end of the academic year; upon withdrawal from St. Margaret's Co-educational English Secondary & Primary School; or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the use of iPads at school are subject to the School's rules and policies, users wishing to use their iPads at St. Margaret's Co-educational English Secondary & Primary School, agree to the conditions that officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by St. Margaret's Co-educational English Secondary & Primary School, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

Table of Contents

1. Distributing iPads & Briefing Session	4
1.1 Distributing iPads	4
1.2 Return of iPads for Re-imaging	4
1.3 Return of iPads	4
2. Acceptable Use	4
2.1 Parent/Guardian Responsibilities	4
2.2 School Responsibilities	5
2.3 Student Responsibilities	5
2.4 Strictly Prohibited Student Activities	5
2.5 Legal Propriety	6
3. Using Your iPads at School	6
3.1 iPads Left at Home	6
3.2 iPads Undergoing Repair	6
3.3 Charging Your iPad's Battery	7
3.4 Screensavers and Backgrounds	7
3.5 Sound, Music, Games, or Programmes	7
3.6 Printing	7
3.7 Home Internet Access	7
3.8 Managing Your Files and Saving Your Work	7
3.9 Network Connectivity	7
4. Software on iPads	8
4.1 Originally Installed Software	8
4.2 Additional Software	8
4.3 Inspection	8
4.4 Procedure for Re-loading Software	8
4.5 Software Upgrades	8
5. Taking Care of Your iPads	8
5.1 iPads Care	8
5.2 General Precautions	9
5.3 Carrying iPads	9
5.4 Screen Care	9
6. Protecting & Storing Your iPads	9
6.1 iPads Identification	9
6.2 Storing Your iPads	10
6.3 iPads Left in Unsupervised Areas	10
7. Repairing or Replacing Your iPads	10
8. Applying to use a School-owned iPads for students in need	10
App. I Student Pledge for iPad Use and Student / Parent Agreement	11
App. II Borrowing an iPad from School Agreement Form for the iPad 1:1 Programme	12

1. Distributing iPads & Briefing Session

1.1 Distributing iPads

iPads purchased through our School will be distributed each August or September during an iPad Briefing Session. Parents and students must attend a yearly Information Session. Before receiving an iPad, students and parents must sign and return copies of the following documents:

- Student Pledge for iPad Use, page 10
- Acceptable Use Policy (part of the Student Handbook)

1.2 Return of iPads for Re-imaging

iPads should be returned to the school during the final week of August or in September, so they can be examined for serviceability.

1.3 Return of iPads

Individual school iPads and accessories must be returned to St. Margaret's Co-educational English Secondary & Primary School at the end of each school year.

The student will be responsible for any damage to their iPad. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. Acceptable Use

The use of St. Margaret's Co-educational English Secondary & Primary School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the School is not transferable or extendible by students to people or groups outside the School and terminates when a student is no longer enrolled at St. Margaret's Co-educational English Secondary & Primary School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a student violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the School's technology resources may be denied, and the appropriate disciplinary action shall be applied. The School's Acceptable Use Policy as well as regulations specified in the Student Handbook shall be applied to student infringements.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, the Hong Kong Police may be involved.

2.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

2.2 School Responsibilities

- The School will provide Internet and email access to its students.
- The School will provide Internet blocking of inappropriate materials as able.
- The School will provide network data storage areas. These will be treated similarly to school lockers. St. Margaret's Co-educational English Secondary & Primary School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Margaret's Co-educational English Secondary & Primary School owned equipment and networks and to investigate inappropriate use of resources.
- The School will provide training on how to appropriately use an iPad.
- The School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

2.3 Student Responsibilities

- Students will use iPads/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behaviour and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school or their own equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student's own negligence, errors or omissions. Use of any information obtained via St. Margaret's Co-educational English Secondary & Primary School's designated Internet system is at your own risk. St. Margaret's Co-educational English Secondary & Primary School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help St. Margaret's Co-educational English Secondary & Primary School protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they finish working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the School.

2.4 Strictly Prohibited Student Activities

- Illegal installation or transmission of copyright materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling or offering assessment / examination papers, book reports and other forms of student work.
- Non-authorized Messaging services (i.e. MSN Messenger, skype, telegram, wechat, line, etc.)
- Internet/computer non-educational games and apps
- Use of outside data disks or external attachments without prior approval from the School.
- Changing of iPad setting (exceptions include personal setting such as font size, brightness, etc.)
- Downloading apps which violate the Acceptable Use Policy.

- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger, skype, telegram, wechat, line, etc.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer Programmes that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- Bypassing the St. Margaret's Co-educational English Secondary & Primary School's web filter through a web proxy.

2.5 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask an I.T. teacher or parent.
- Plagiarism is viewed as a form of cheating thus is a violation of the St. Margaret's Co-educational English Secondary & Primary School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable Hong Kong law will result in criminal prosecution by the Hong Kong Police and/or disciplinary action by the School.

3. Using Your iPads at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible and bring their iPad to all classes, unless specifically instructed not to do so by their teacher. This iPad is for school use.

Therefore, students and parents agree to the provision that school staff and administration have the right to check any material stored on a student's iPad at anytime.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they will be required to provide service to the IT Department/School for a period of time.

3.2 iPads Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the IT Department's Office. There may be a delay in getting an iPad should the school not have enough devices to loan.

3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening with the provided charger only. Students with uncharged iPads will be considered as if they have left their iPads at home. If a student repeatedly (three or more times as determined by any staff member) fails to charge their iPad at home, they will be required to provide service to the IT Department/School for a period of time.

3.4 Screensavers and Backgrounds

- Inappropriate media should not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and triad related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

3.5 Sound, Music, Games or Programmes

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. If game apps are installed, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the School, must remain on the iPad. Data storage will be through apps on the iPad and email to a server location or by any method so authorized by the Principal, the Head of Technology Education or his/her delegate.

3.6 Printing

Printing will not be available from the iPad. If students need to print anything from their iPad, they will need to email the document to themselves or their teachers to print from email.

3.7 Home Internet Access

Students are allowed to set up wireless networks on the iPads. This will assist them with iPad use while at home. Printing at home will require the student to follow the same steps as if printing at school.

3.8 Managing Your Files & Saving Your Work

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive or on the School's server. Storage space will be available on the iPad – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

3.9 Network Connectivity

St. Margaret's Co-educational English Secondary & Primary School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data.

4. Software on iPads

4.1 Originally Installed Software

The software/apps originally installed by St. Margaret's Co-educational English Secondary & Primary School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular subject. The licenses for this software may require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

4.2 Additional Software

Students are allowed to load school appropriate software/apps on their iPads when instructed to do so by the School. St. Margaret's Co-educational English Secondary & Primary School will synchronize the iPads to update school provided apps. Students will be required to synchronize their iPad to update their personal and free apps required by the school.

4.3 Inspection

Like exercise book checking, students may be selected at random to provide their iPad for inspection. These inspections may include all materials saved on the iPad.

4.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-School installed apps are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

4.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and synchronization.

5. Taking Care of Your iPads

Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damage to their iPads. iPads that are broken or fail to work properly must be taken to the IT Department's Office for an evaluation of the equipment.

5.1 iPads Care

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers applied by St. Margaret's Co-educational English Secondary & Primary School may be applied to the iPad.
- iPads that malfunction or are damaged must be reported to the IT Department's Office. Students will be responsible for repairing Student-owned iPads. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
- iPads that are stolen or lost must be reported immediately to the IT Department's Office and/or the Hong Kong Police.

5.2 General Precautions

The iPad is for School Use and all users will follow this policy and the Acceptable Use Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of St. Margaret's Co-educational English Secondary & Primary School.

5.3 Carrying iPads

Students must keep their iPad in the protective case at all times. These protective cases have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the School. The guidelines below should be followed:

- iPads must always be within the protective case.
- Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.

5.4 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on it.

- Do not lean on the top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

6. Protecting & Storing Your iPad

6.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial numbers and engraved product numbers retained by the School.
- St. Margaret's Co-educational English Secondary & Primary School Name Label.

6.2 Storing Your iPad

When students are not using their iPads, they should be stored in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers.

Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. If a student needs a secure place to store their iPad, they may make a request for temporary storage in the IT Department's Office.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. in a car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

6.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas which include but not limited to the school grounds, tuckshop, computer labs, library, unlocked classrooms and lockers, changing rooms, busses, and corridors. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the IT Department's Office. Violations may result in loss of iPad privileges and/or other privileges.

7. **Repairing or Replacing Your iPad**

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

8. **Applying to use a School-owned iPads for students in need.**

Any student that needs assistance with the provision of an iPad on loan from the School should write a letter to the principal, expressing why such a device on loan is required and supply sufficient documentation, as requested by the School, to support such a request.

Student Pledge for iPad Use and Student / Parent Agreement**St. Margaret's Co-educational English Secondary & Primary School
Student Pledge for iPad Use**

- I will use my iPad in ways that are appropriate, meet St. Margaret's Co-educational English Secondary & Primary School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and that School issued iPads and all apps and Programmes remain the property of St. Margaret's Co-educational English Secondary & Primary School.
- I will follow the policies outlined in the iPad Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use of the iPad camera to take and/or distribute inappropriate or unethical material
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from its case.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or its case.
- I will not deface the serial number iPad sticker on any iPad.
- I will file a police report in case of theft, vandalism, and other acts as well as report to the administration of St. Margaret's Co-educational English Secondary & Primary School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition for verification upon the request of St. Margaret's Co-educational English Secondary & Primary School.

Student / Parent Agreement

We agree that we have read and will comply with the stipulations set forth in the above documents including the 1:1 Policies and Procedures, the Acceptable Use Policy and the Student Pledge for iPad Use. Upon termination, we will submit our iPad for removal of school owned Programmes and apps. We wish to participate in the School's 1:1 iPad Programme.

Student Name (please print first and last name): _____

Class: _____ Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____

