



SECTION 5 GENERAL POLICIES

5.9 Ipad Acceptable Use Policy

POLICY STATEMENT

This iPad Policy is a work in progress and may be modified as we gather more information from working with the iPads in our centre as an educational tool. The guidelines may seem a bit rigid and strict but we would like to set a high standard from the beginning. Our goal is to train and equip educators and children to use technology as a regular part of their learning; to respect and take care of all devices and to make safe and responsible decisions in the cyber world.

RATIONALE

The focus of the iPad program at The Gums is to provide tools and resources to the 21st 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 the 21st Century is the iPad. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at The Gums Childcare Centre, including any other device considered by the administration to come under this policy. Educators may set additional requirements for Ipad use by the children in their rooms that is age appropriate.

The use of the technology at The Gums is a privilege, not a right. This policy is provided to make all users are aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions outlined in this policy, privileges may be terminated, and the appropriate disciplinary action will be taken.

Taking Care of the iPads

All educators are responsible for the general care of the iPads.

General Precautions

- The iPad is the property of The Gums childcare centre and should be treated with respect and care.
- 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.
- The iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of The Gums Childcare Centre.
- iPads must not be removed from the centre after hours without permission from the Director or Assistant Director.
- Ipads must never be left in an unlocked car or any unsupervised area.
- Educators are responsible for keeping their iPad's battery charged for each day.
- iPads must be kept in the protective casing at all times.

iPad Undergoing Repair

- iPads that are broken or fail to work should be reported to the Director or Assistant Director as soon as possible.

Carrying iPads

- iPads must always be within the protective case.
- When carrying Ipads avoid placing too much pressure and weight on the iPad screen.

Screen Care

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or the corners of the iPad.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- 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 walls, car doors, floors, etc. as it will eventually break the screen.

IPad Use

Keeping your iPad secure

At the end of each day, iPad are to be left out of sight charging.

Sound, Music, pictures, Games or Programs

- Educators can request that Sound, Music, games or programs be installed by the Director/Assistant Director. Educators must not remove apps without the consent of the Director/Assistant Director.
- Music that supports the educational programs and is deemed appropriate by the Director/ Assistant Director is allowed on the iPad and can be used at the discretion of the Team Leaders in the room. Music with explicit language is not permitted on the iPad and will need to be removed from the iPad.

Date of Implementation: November 2013

Date of Last Review: August 2014, December 2016

Date of Next Review: December 2019

- Internet games that are not deemed as educational content are not to be downloaded or played.
- Inappropriate media may not be used as a screensaver or background photo.
- Apps, Videos and photos must be suitable for G audience. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

Printing and Internet Access

- Printing will be available with the iPad either wirelessly or by downloading photos onto the staffroom printer.
- Wireless internet is available for internet searches.

Managing Your Files & Saving Your Work

Saving to the iPad/Backups

- Educators may save work to the applications on the iPad. All learning stories should be backed up weekly by educators using iCloud (internet storage) to back up the information on their iPad.

Network Connectivity

- The Gums makes no guarantee that their network will be up and running 100% of the time.

Additional Software

- The iPad may only have content that is G rated, this includes applications.

Possible damages

The iPad is a portable device that, when not protected properly can be damaged:

- Screen can be cracked, outer case dented and internals damaged if dropped
- If submerged in water or exposed to extreme heat the internals of an iPad can be damaged. The best way to prevent damage is to get a heavy-duty case and keep it secure.

Ipads Responsibilities & Guidelines

As an educator at The Gums Childcare Centre, you are required to agree to the iPad Policy & guidelines. This contract confirms that you have read the guidelines and responsibilities you are expected to uphold when using the Ipads in your room.

Educator Responsibilities

- Educators will use computer/devices in a responsible and ethical manner.
- Educators will adhere to centre policies concerning behaviour and communication that apply to iPad/computer use.
- Educators will help The Gums protect its computer system/devices by contacting the Director/Assistant Director about any security problems they may encounter.
- Educators will use the Internet in a safe and appropriate manner.
- Students will respect and look after all iPads.

Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing centre policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or messaging services (i.e. MSN Messenger, ICQ, facebook, twitter etc.)
- Internet/computer games that are not deemed as educational by Director/Assistant Director.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- 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 programs that can infiltrate computer systems and/or damage software components) of equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

LINKS TO OTHER POLICIES

The Gums CCC Social Media Policy

REVIEWS

Resource/source:

This policy links to the following National Quality Standards:

