

Guidelines and rules for ipad usage

Students and parents/guardians are required to read the following guidelines and rules regarding ipad usage in St. Mary's, and ensure that they are aware of what is and is not allowed. These guidelines should be read in conjunction with our **Acceptable Usage Policy**.

General

- The case given to you must be left on the iPad at all times.
- The iPad screen is made of glass and therefore is subject to cracking or breaking. Be careful not to drop the iPad, or place any heavy objects on it, including books.
- The iPad should not be exposed to extreme hot or cold temperatures.
- Students must charge their iPads at home, after school, for at least two hours, or until 100% charged. The charger provided with the iPad is the only charger that you should use. Although they have the same connection, the power in an iPhone charger is weaker, and will not charge your iPad sufficiently for a day's work in school.
- The iPad can be monitored at any time by staff. The student must give their iPad to the teacher/supervisor when asked, including during after-school study, or extra-curricular activities.

In the classroom

- All teachers in St. Mary's require iPads "on desk" during classes. This means that the iPads must be placed either flat on the desk, just like a textbook, or on their stands. In this case, the orientation must be landscape with the iPad turned on its side.
- Students must take care when saving material to the iPad to ensure that they have it saved correctly.
- Students must not use their iPads between class lessons, while waiting for the next teacher.
- Students must remain on task while on the iPad – it is not acceptable for students to be switching aimlessly between apps while the lesson is taking place.
- Students are not permitted to communicate with each other unnecessarily through the iPad, unless under the instruction of a teacher.

Outside the classroom

- Students must not use their iPad in school corridors, on their journeys to and from school, or outside the school building, unless with the express permission of the teacher.
- Students are not permitted to use their iPads at break or lunch time.
- In the event of the iPad being left at home, or needing to be repaired, the student must complete all classwork/homework given.

Users in breach of the rules specified here, or in our Acceptable Usage Policy may be subject to disciplinary action. (See Acceptable Usage Policy).

St. Mary's Secondary School, Newport takes no responsibility for lost, damaged or stolen iPads, or the loss of material stored thereon.

