MEF INTERNATIONAL SCHOOL
IPAD PROCEDURE

I. Purpose

The purpose of this policy is to establish guidelines for the appropriate use of iPads in our primary school, to enhance learning, and to ensure responsible, safe, and effective use of this technology.

Our purpose is to use the iPads as a tool to:
1. Communicate, Collaborate, and Create.
2. Showcase / Demonstrate Learning
3. Access information

Refer to Figure 1.

Figure 1. Purpose of using iPads

Figure 1 serves as a visual representation illustrating the paramount importance of Learning as the primary rationale for integrating technology within the classroom environment. The utilization of iPads enables learners to engage in **collaborative** endeavors, foster effective **communication**, and **create** innovative products that facilitate the construction and dissemination of knowledge. Furthermore, this technological approach provides an avenue for both local and global information access and sharing.
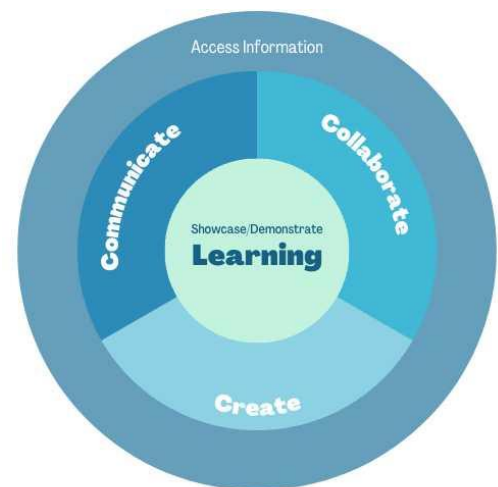
II. Scope

This policy applies to all individuals, such as students, staff, and other authorized users, who use iPads, whether they are personal devices or provided by the school while accessing technology on the school campus.

III. Responsibilities

A. As the person in charge of School iPads
1. Maintain and update all iPads, ensuring they have the necessary applications and software.
2. Deliver training and support to staff and students to effectively utilize iPads in the learning process.
3. Implement a monitoring and evaluation system to ensure compliance with this policy and track iPad usage.

B. Teachers
1. Teachers and staff have the responsibility of supervising and guiding students during iPad use.
2. iPads should be used to enhance curriculum-based activities and promote learning outcomes.
3. Teachers and staff should ensure that appropriate apps, websites, and resources are utilized to support educational objectives.
4. Any misuse or damage to iPads should be reported to the administrator.

C. Students
1. Use iPads responsibly and for educational purposes following policy guidelines.
2. Handle iPads with care and promptly report any damage or malfunction to designated personnel.
3. Limit personalization of school iPads to approved options only.

IV. Guidelines for Use

A. General Use
1. iPads are to be used for educational purposes only.
2. Students must handle iPads with care to prevent damage or loss.
3. iPads should not be used during recess, lunchtime, or other non-instructional times unless specifically authorised by a teacher or school staff member.
4. The use of iPads is not used within washrooms or other unauthorized areas.

B. Internet Access and Content
1. Comply with the school's iPad Implementation Policy guidelines while using the internet on iPads.
2. Seek permission from a teacher or school staff member before downloading, installing, or accessing any applications, software, or content.
3. Avoid using iPads for games or entertainment purposes.
4. Limit internet usage on iPads to educational activities and authorized websites and resources.
5. Strictly refrain from accessing inappropriate websites or content.
6. Immediately report any accidental access to inappropriate content to a teacher or staff member.

C. Privacy and Security

1. Do not share passwords or login information with others.
2. Avoid accessing, modifying, or deleting files, data, or settings of others without permission.
3. Refrain from storing personal information (addresses, phone numbers, passwords) on school iPads.

D. Care and Maintenance

1. Use protective cases for iPads when not in use.
2. Avoid eating or drinking near iPads to prevent damage.
3. Charge iPads regularly.
4. Use iPads in secure environments and refrain from bypassing security measures or altering settings.
5. Report any suspicious or unauthorized iPad activity promptly to a teacher or staff member.
6. Follow the school's IT department's instructions for updating software, apps, and system.

E. Digital Citizenship

1. Adhere to ethical and responsible online behavior to practice good digital citizenship.
2. Respect others' privacy and avoid sharing personal or sensitive information without proper authorization.
3. Promote a positive online environment on iPads, demonstrating respect for others and their ideas.
4. Comply with copyright laws and intellectual property rights when creating, accessing, and sharing digital content using iPads.
5. Adhere to the **Plagiarism and Academic Honesty Guidelines** when browsing the internet and gathering information.
6. Familiarize yourself with and abide by the school's policies on online safety, privacy, and acceptable content.

V. Consequences of Misuse

Any violation of this policy may result in disciplinary action, including but not limited to:
1. Temporary or permanent loss of iPad privileges.
2. Confiscation of the iPad until a parent/guardian meeting is held.
3. Additional disciplinary action may be taken as deemed appropriate by the school administration, in accordance with the school's disciplinary policy.
4. Violation of the guidelines may result in disciplinary action, which may include loss of iPad privileges, academic penalties, or other appropriate consequences as determined by the school administration.
5. Continued misuse of iPads may lead to further disciplinary measures, including parental involvement and potential legal consequences.

VI. Plagiarism and Academic Honesty Guidelines

1. Create original work: Use your iPad to develop your ideas and complete assignments, avoiding copying from others.
2. Cite sources: When using information from the internet, properly credit the original authors or sources.
3. Use school-approved resources: Access only the school's recommended websites and apps to ensure reliable information.
4. Share responsibly: Collaborate with classmates in a fair and honest manner, without enabling plagiarism.

VII. Applications for Learning

In alignment with our Teaching and Learning Policy, the school promotes the adoption of technology integration to facilitate transformative experiences according to the SAMR model, particularly focusing on Modification and Redefinition. We actively support the utilization of applications that foster student collaboration and content creation. As such, any educational website or application that aligns with these objectives will be considered acceptable, provided it has undergone rigorous testing and approval by the designated person responsible for technology integration, the class teacher, or a member of the educational staff.

VIII. Policy Review

This policy will be reviewed annually by the school administration, in consultation with teachers, students, and parents/guardians, to ensure its effectiveness and relevance. Any changes to the policy will be communicated to all stakeholders.

Document History		
Date	Details	Responsible
March 2018	Policy created	Figen Sonmez
May 2023	Policy Updated	Rawan El Adawi