



## YCIS Policy 2019-2020

### Appropriate Use of School-Provided iPads in Lower Secondary

#### A. Students' acceptable use of school iPads

1. iPads and accessories will be designated to individual students through a unique iPad registration code provided by IT Division (ITD).
2. The user will have limited administrative rights to download apps from the school Self-Service facility where preloaded apps are available for educational use only. Students **must not change the iTunes account ID** nor reconfigure internal settings. Bluetooth connectivity must be turned on at all times.
3. To ensure that all iPads on the school network are running in accordance with the acceptable use policy, YCIS needs to be able to have full access to all iPads. This will be used primarily for security and maintenance reasons. Students **must not add a personal password** to the iPad. Random iPad checks may be done.
4. Users should upgrade the iOS system only when instructed by the school.
5. Users should report any damage or loss immediately to School Office as soon as possible. All damage and losses will be recorded and may be followed up by the ITD, Lower Secondary Coordinator and/or the Secondary Student Operations Coordinator. Costs for damaged or lost iPads must be paid by the families.
6. Each user, and their parents, must have written acknowledgement of clearly understanding the iPad appropriate use policy and procedures as explained in this document and acknowledged by signing the forms in appendix three and appendix four. The act of annually signing this document signifies the user, and their parents, clearly understand the procedure and agree to execute this procedure in good faith.
7. Students need to ensure that they use all electronic devices, whether school provided or BYOD, according to the **Annual Family Agreement regarding Appropriate iPad Use** (Appendix Three) and **YCIS Family Digital Citizenship Agreement** (Appendix Four).

#### B. Damage or loss of school iPads

1. Students are responsible for ensuring the safe and appropriate use of the iPad at all times.
2. If a device is damaged in any way, the student must bring the device into School Office as soon as possible to have it repaired through the School's authorized Apple repairer. **External or private repairs are NOT allowed.**
3. If a student's iPad is broken and under repair, the school will maintain a pool of spare devices that can be borrowed from ITD once payment has been received.
4. Students must not have any food or drink near the iPad while it is in use.
5. Students will be provided with an iPad, keyboard or case, charger and charging cable for which they are responsible for throughout the year.
6. If the iPad is lost or damaged, the student and their family will be fully liable for any replacement or repair costs at the current market price of a new iPad and any lost or damaged accessories.
7. iPads should not be left in any unsupervised area. During the day when necessary, iPads must be securely stored in a student's personal locker when not in use. Students must take care to place the device carefully in their locker so that it does not fall out easily. iPads cannot be used outside of the classroom unless part of a lesson plan with a teacher supervising.
8. Students will be provided with a protective cover case and it is expected that this will be used to protect the

device so that the iPad can be re-issued to others in the future, if necessary. The cover case will need to be returned in good condition with the device, charger and charging cable at the end of each year.

9. Students who are issued with a school iPad are responsible to ensure its protection and safe keeping. Students and their parents will be liable for any costs needed to repair or replace, at the current market price of a new iPad, any assigned device that is lost, stolen or damaged due to negligence, including accidental damage.
10. If there is a suspicion that a device has been stolen while on campus, the student needs to **report it immediately** to the school office, ITD or Lower Secondary Coordinator. ITD will seek to locate the device using the online tracking system. Once a detailed report has been completed by the student, the Head of Security will check CCTV and may submit a police report.
11. If students or parents have any questions or concerns about the use of iPads and/or follow up regarding damage or loss, they are encouraged to view the FAQs at the end of this policy and then contact the ITD, Lower Secondary Coordinator or the Secondary Student Operations Coordinator.

### C. iPad maintenance policy

1. ITD will arrange asset tracking and resource management of all student iPads, chargers, charging cables and cases/keyboards.
2. Software updates will occur on a regular basis to improve the machines' capabilities without notification to families.

### D. Life-cycle of iPads

1. Each new school purchased iPad has a 2-year warranty. Warranty issues must be reported and handled by ITD only. If an iPad is not working correctly, it must be reported to ITD immediately.
2. When a student leaves the school, the student must return the iPad to ITD and have their exit form signed by an authorized person from ITD. If the iPad is not returned, or not return in a acceptable and good condition, the cost of replacing the iPad at the current market price of a new iPad will be charged to the family.

### E. Acceptable Use

Users are required to use the School iPads, apps, electronic mail system and web-based services for YCIS educational and research learning-related activities only. It cannot be used for private purposes.

### F. Unacceptable use

Students must not use the device for gaming, watching or sharing videos or other non-educational purposes unless specified by a teacher as part of the educational programme. Devices may be confiscated from students who do not use the device for its intended purpose and students can face consequences for violating school rules.

Computing or network resources must not be used for any commercial or significant personal purposes, including online gambling, financial transactions, e-commerce live trade, live stock trading or similar activities.

Unacceptable uses shall include, but not be limited to, the following:

1. The creation, dissemination or possession of illegal, pornographic, racist, violent, obscene or otherwise offensive documents, images or files.
2. Any abusive conduct such as sending harassing messages, knowingly introducing computer viruses, hacking network systems or causing damage to any School property (hardware or software).
3. The School network must not be used for excessive, disruptive, inappropriate or offensive material, including recreational game playing, internet chat rooms or social media.

4. Devices, networks and systems must not be used for deliberate activities with any of the following characteristics:
  - corrupting or destroying other users' data;
  - violating the privacy of other users;
  - disrupting the work of other users;
  - bringing disrepute to the school, school staff or other students (including cyberbullying);
  - using the computer system in a way that denies service to other users (for example, deliberate or reckless overloading of equipment).

## G. Compliance

1. It is the responsibility of the user to take all reasonable steps to ensure compliance with the conditions set out in this Policy document, and to ensure that unacceptable use of the iPad does not occur. If the user learns of any instance of Unacceptable Use of an iPad, he or she should notify an appropriate staff member immediately.
2. Non-compliance may result in the withdrawal of the right to use the iPad for a specified period or indefinitely depending on the severity of the non-compliance.
3. Where the violation of these conditions is illegal or unlawful, or results in loss or damage to the School's resources or the resources of third parties accessible via Internet or other networks, the School may take legal proceedings to recover compensation for any loss or damage suffered together with the costs.



## Frequently Asked Questions for School iPad Use

### 1. What happens if I lose my iPad (e.g. leave it unsupervised and it goes missing)?

The student must first look around the classrooms and playground areas that they usually go to. If not found, the student must report the missing iPad to their homeroom teacher, the Lower Secondary Coordinator and/or ITD. If after 2 weeks the iPad cannot be located, the family will be responsible for the purchase of a new iPad at current market prices. If there are extenuating circumstances, these need to be put in writing to the Secondary Student Operations Coordinator and may be taken investigated further. If there is a suspicion that a device has been stolen, students must **immediately** report it to the Lower Secondary Coordinator (if at school), complete a police report (if not at school). Whilst the school will engage in some investigation if stolen at school, the family remains liable for the full replacement cost of a new iPad at current market price if the iPad cannot be located in good working condition.

### 2. What happens if my iPad is damaged or not working?

If the iPad is damaged, the family will be asked to pay the full repair cost of the iPad or the full purchase cost of a new iPad if it is not repairable. ITD will maintain a pool of spare iPads that can be borrowed whilst the iPad is being repaired. Families must NOT have the iPad repaired by their own repairer. The iPad must be brought into the School for repair to maintain any warranty that might be on the iPad, and which may in some cases, reduce the repair costs. If an external or private repairer is used, the warranty will be void and the family will be asked to reimburse the School for a new iPad.

### 3. Is my iPad insured by the school?

The school iPads are **NOT covered by school insurance** on or off campus. Families are required to purchase private insurance to cover the cost of repair or loss of the school iPad or specifically include the repair or replacement of iPads in their current insurance policies. Families are advised to consult their own insurance companies to determine the extent of the coverage that applies at home and away from home. Students need to take special care to protect their iPads during class, moving around the school and during break times.

### 4. What happens if my iPad is stolen?

During the day, students are encouraged to discretely keep their iPad on their person or locked away in their locker. iPads must not be left in any area unsupervised. If an iPad is stolen at school, it must be reported immediately to the School Office and the ITD. If the iPad is stolen from home or another location outside of the school, the police should be notified. Families will be responsible for the cost of replacement with a new iPad at current prices.

### 5. If I do need to pay for a replacement iPad, do I need to pay the full amount?

Yes. The replacement cost to the family will be based on the purchase cost of a new iPad at the current market price, which may exceed 6000 RMB.

### 6. Do I have rights to download apps, materials and other software?

No. Students cannot download any materials onto the iPad unless instructed by a teacher to do so. Students must not attempt to implement, configure, or create their own network infrastructure at school and users should not attempt to repair or modify school-owned technology resources. Students must not sign into private iTunes accounts nor remove the school management profile.

### 7. Do I have to take my school iPad home?

iPads are your responsibility and should be taken home for charging and completing homework. iPads must be brought

to school fully charged every day. If an iPad is not charged, then charging boxes at various points in the school may be used during break times, before and after school only.

#### **8. Can I take my school iPad on school field trips and excursions?**

iPads may be taken on approved school excursions where the lead teacher has specifically requested an iPad be used. iPads are NOT to be taken on any other excursion, activity, camp or off-campus function where the lead teacher has not specifically allowed them in writing.

#### **9. Do I have to take an iPad and do I have to use it?**

Families may only opt-out of taking an iPad home under special circumstances in agreement with the Lower Secondary Coordinator or Secondary Student Operations Coordinator. It is important for students to learn responsibility and balance in their care and use of technology and the development of positive and healthy habits in using technology are important preparation for real-life.

#### **10. Why has the school adopted iPads for Lower Secondary?**

- Fulfill the YCIS Mission, Principles and Practices to provide access to technology tools for learning and developing learning skills;
- Move from sporadic use of public borrowable devices to reflective and integrated use of personal devices;
- Take advantage of various iPad apps for learning and cross functionality of applications and technology tools;
- Increase accessibility of the Learning Management Systems and the Office365 online learning platforms and other web-based systems to support the distribution of online resources, independent inquiry and personal organization;
- Nurture student responsibility and enable teaching and learning innovation;
- Support age-appropriate development and learning;
- Encourage students to become responsible users of devices, careful and ethical users of technology.



## Appendix One: Technology Acceptable Use Policy (Puxi Secondary Campus)

### Rationale:

Yew Chung International School of Shanghai recognizes both the usefulness, and the potential threats, of technologies as they have evolved over the years as communication devices and social networking tools. Electronic devices of a non-academic, non-essential nature are permitted on campus but their use is governed by campus policies.

### Device Use:

YCIS supports an appropriate use culture for all communication technology devices; however, the use of the iPad must not interfere with the mission of the School and student learning, health and wellbeing.

Devices can be used appropriately and respectfully in the following contexts:

- Classes with the teacher's permission and guidance,
- Library can be used for research, projects and collaboration purposes,
- iPads are NEVER to be used by students in bathrooms, toilets or other private areas.

Students are reminded to ensure their digital communication is respectful at all times, including not posting offensive or embarrassing images and not making negative or misleading comments. Students need to be discrete and responsible with personal belongings as the school does not take any responsibility for loss or damage.

### Device Use Expectations:

1. In the classroom, the teacher may direct students to use the device or alternatively students may request permission to use the device for academic purposes. iPads are not to be used in class for games, viewing videos or other non-educational purposes without the guidance and expressed permission of the teacher.
2. Students who do not abide by this agreement and policy may have their school and personal devices confiscated. The device will be held for an increasing length of time if non-compliance re-occurs.
3. Devices may be used outside the classroom in accordance with device use expectations.

### Social Media:

Students are informed about the public nature of any electronic social media postings and the expectations for honour and civility that apply both on and off campus. Any reference to school-based test or quiz information on a public site is a violation of the School's Academic Honesty Policy. Any mention of a School employee or student, or of the School itself, which does not conform to community expectations for honesty, courtesy, and decorum, may be grounds for discipline up to, and including, dismissal from the School.



## Appendix Two: Technology Acceptable Use Policy (Off-Campus)

### Rationale:

Yew Chung International School of Shanghai recognizes that the iPad device is useful beyond the campus, providing students with their information, notes and data collection from the day's lessons, as well as access to research at night. Providing the iPad for a student to take home and use with their homework and assignments gives them greater access to digital information and tools.

### Device Use:

YCIS supports an appropriate use culture for all communication technology devices; however, the use of the iPad must not interfere with the mission of the School and student learning, health and wellbeing.

Devices can be used appropriately and respectfully in the following contexts:

- Homework, assignments, projects, educational research and design,
- Under supervision by parents and guardians,
- Developing a routine to charge the iPad every night and pack it to come to school each day,
- Never use or store the iPad overnight in bedrooms, other sleeping areas or bathrooms.

Parents are asked to supervise their child's usage of the iPad and set limits on the time they can use it, balancing their technology use with time away from screens and to avoid students viewing screens whilst in bed or late into the evening.

### Social Media:

Parents are asked to check their child's social media accounts to ensure communications are respectful and follow the the "THINK" principle outlined below. If messages do not fit into one of the criteria below, children should not engage in such communications. Communications sent on social media can be recorded, misinterpreted and misconstrued by others, including by people to whom the message was not intended to go to. Such instances can have a negative effect on students and their families.

**True**

**Helpful**

**Informative**

**Necessary**

**Kind**



### Appendix Three: iPad Appropriate Use Policy Family Agreement

**Student Pledge:** I understand that the care of my iPad is my responsibility.

**I agree to:**

- Follow the current YCIS Acceptable Use Policy at all times, in and out of the school campus.
- Take all reasonable preventative measures to avoid damage, loss or theft of the iPad, charger, charging cable, keyboard and its case at all times.
- Make sure that I know where my iPad is at all times and never leave my iPad unattended.
- Keep my iPad in its secure cover/case at all times (with the keyboard attached where applicable).
- Charge my iPad every night in a location outside any bedroom or bathroom, and bring my iPad to school fully charged every day and to all classes requiring it.
- Follow instructions from my teacher for when and how to use my iPad and only use applications on my iPad that my teacher has agreed I can use in the lesson.
- Only use my iPad to record video or audio with the clear and expressed permission of everyone involved in the recording, respecting their rights not to be recorded.
- Use my iPad in ways that are educational and promote a positive learning environment. I will not download any software nor access any inappropriate materials or use the device to engage in any disrespectful activities.
- Never put inappropriate or provocative stickers or images on or stored in the iPad. These include, but are not limited to, pornographic images, guns, weapons, inappropriate, racial, hate or threatening language, drug, cigarette or vaping or alcohol related images. I will never deface the school ID on the iPad and accessories.
- Not sign into any private iTunes accounts, nor remove the school's management profile from the iPad.
- Never loan my iPad to other people and will not handle other people's iPads.
- Never disassemble any part of my iPad nor attempt any repairs myself or through my own repairer. I will ensure all repairs are made through the school ITD office. I will never try to jailbreak my iPad.
- Be responsible for all damage or loss caused by neglect or abuse and immediately notify my homeroom teacher, Lower Secondary Coordinator, ITD and/or the School Office immediately. I acknowledge that I will be liable for the cost of repair and/or replacement.
- Use the device only in appropriate areas of the school. I will never use the device in a bathroom, toilet or other private area, nor around the school grounds unless part of a lesson supervised by a teacher.
- Return my iPad, case, keyboard, charger and USB cable in good working and aesthetic condition before the end of the current academic year or before I end my enrolment at YCIS. I accept I will be charged the full replacement cost of a new iPad and its accessories should I fail to return the iPad and/or its accessories in good working condition.
- Agree that if I am not using the school issued device appropriately, it may be confiscated for a period of time or indefinitely depending on the severity of the situation.
- Acknowledge that my iPad is subject to inspection at any time without notice. iPads remain the property of YCIS.

**Parents...**

I have read the YCIS iPad appropriate use policy found on the School's Moodle page. I understand that my child is expected to fulfil school policy regarding appropriate use of school issued iPads. This includes following instructions, respectful behavior, preventing damage and loss, immediate reporting of any issues related to the damage, loss or disfunction of the device. I acknowledge that I must report damage or loss immediately and only have the iPad repaired through the School's authorized repairer via the ITD office, otherwise I will be required to reimburse the School for a new iPad. If my child's iPad is damaged, lost or stolen, I accept that I will need to pay for the repair or replacement cost of a new iPad and accessories. ITD will provide the cost to be paid.





## Appendix Four: YCIS Family Digital Citizenship Agreement (Character Education)

### *Student Pledge:*

1. I will remember that not all people have access to or utilise technology in the same way. I will not treat people differently if they do not have the same options.
2. I will tell my parents or other responsible adult right away if I come across any information that makes me or others feel uncomfortable, whether in or out of the school.
3. I will remember that I need to balance technology use with other activities.
4. I will not respond to any messages that are unpleasant or in any way make me or others feel uncomfortable. It is not my fault if I get a message that is inappropriate. If I do, I will tell my parents and a teacher right away.
5. I will talk to my parents so that we can set up rules for making my social media safe. I will follow the School's direction and will not post anything on social media that is inappropriate, misleading, offensive, demeaning or brings the School's, teacher's or any other person's reputation into disrepute.
6. I will treat others the way that I wish to be treated when using technology. I will keep in mind that my technology use will affect others, so I will use it appropriately at all times.
7. I will share with my parents about how I am learning using online and digital systems to ensure they are aware of my engagement with technology.

I agree to the iPad Acceptable Use Policy Family Agreement and YCIS Digital Citizenship Agreement (Character Education),

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Child sign and date here

Date

I agree to the iPad Acceptable Use Policy Family Agreement and I will ensure my child follows the YCIS Digital Citizenship Agreement (Character Education), allowing school devices to be used only following the above policies and pledges,

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Parent(s) sign and date here

Date