

SMMA Tablet PC Usage Policy

Introduction

St Mary Magdalene Academy (SMMA) has drawn up a policy so the Academy, its staff and its students can know what is, and what is not, expected of them regarding the use of the Academy's Tablet Pc's. This policy has been Drawn up as for using the Academy's Tablet Pc's, a guideline for staff and students.

Policy

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. The Academy's staff are responsible for making sure the computers are treated correctly and looked after for all staff to enjoy.

Booking Tablets

- Tablets must be booked a week in advanced.
- Sets of Tablets may only be booked by permanent members of teaching staff, not by teaching assistants or supply teachers.
- Tablets are available for booking in sets of 15 or 30, unless specifically requested and agreed with the IT department.
- Tablets are available from 8:45 to 5:00 daily.
- Individual Tablets may be borrowed from the IT office.

Usage Of Tablets

- Tablets must be returned and plugged in to cabinets.
- Tablets should be used for work not for free lessons, as other staff who require them for better reasons may not have Tablets available to them.
- Students should not remove the batteries from Tablets under any condition.
- Students must not use Tablets unsupervised.
- Do not book tablets, thinking that you may need them and its just safe to have them there as supplies are limited.

Security

- Rooms with unlocked Tablet cabinets must be locked when a member of teaching staff is not present.
- Once Tablets have been delivered to classrooms they then become that member of staff responsibility, any theft, damage or misplacement of Tablets is in their hands.
- If problems occur only send one student at a time accompanied by a signed note from the member of staff responsible with the time the student left the room.
- Do not allow other members of staff or students to take your tablets, and do not take anyone else's.