9. What has the Ministry done to help prevent students from going to inappropriate sites? At school, students are subject to the same lock downs and firewall restrictions on the Tablets as they would be on any other school device. When the Tablet is on another network, filtering is still active on the tablet. Nevertheless, it is the responsibility of the student user and/or parents to monitor use. If students are found violating any school policies using the Tablet, including going to inappropriate sites, they will be subject to disciplinary action by the school. Any inappropriate material on Tablets should be reported to the classroom Educator or school administration immediately upon identification.

10. If the accessories to my Tablet are lost or stolen, how much will it cost to replace them? In the event that Tablet accessories are lost or stolen, you should report the lost or stolen items to the supplier or administration as soon as possible.

11. What types of consequences might I face for breaking any of the rules listed here in this Tablet Usage Policy or my signed contract? Any misuse of the Tablets as listed in the Usage Policy, the signed contract or the school regulations are subject to disciplinary actions. This may include but are not limited to reduced privileges, loss of use of Tablet. All incidents will be reported and kept on file and multiple incidents will result in harsher disciplinary actions.

Annex C : TABLET USAGE POLICY

1. RESPONSIBILITIES
Students and Educators are responsible at all times for their Tablet PCs both on and off school premises. Tablet PCs that are broken or fail to work properly must be taken to the supplier.

1.1 General Precautions
- No food or drink is allowed next to your Tablet PC while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Tablet PC.
- Tablet PCs should be shut down or placed in Hibernate or Standby mode before transporting them to conserve battery life.
- Tablet PCs must remain free of any writing, drawing, stickers, or labels.
- Tablet PCs must never be left in a car or any unsupervised area.
- Students and Educators are responsible for keeping their Tablet PC’s battery charged for school each day.

1.2 Carrying Tablet PCs
The protective pouch provided with Tablet PCs has sufficient padding to protect the Tablet PC from normal treatment and provide a suitable means for carrying the tablet within the school. The guidelines below should be followed:
- Tablet PCs should always be within the protective case when carried.
- The Tablet PCs must be turned off before placing it in the protective case.
- The power cord should NOT be plugged into the Tablet PC while in the protective case. This will cause damage to the Tablet PC.
- Protective cases should be used for the sole purpose of carrying your Tablet PC and its power cord.

1.3 Screen Care
The Tablet PC screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Tablet PC when it is closed.
- Do not place anything near the Tablet PC 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.

2. USING YOUR TABLET PC AT SCHOOL
Tablet PCs are intended for use at school each day. Students and Educators must bring their Tablet PCs to all classes, unless specifically advised not to do so.

2.1 Tablet PC Left at Home
Students who repeatedly omit to bring the tablet PCs for classes will be liable to disciplinary action.

2.2 Tablet PC Undergoing Repair
In case Tablet PCs are sent for repair, follow procedures specified in the supplier’s warranty card.
2.3 Charging Your Tablet PC’s Battery
Tablet PCs must be brought to school each day in a fully-charged condition. Students and Educators need to charge their Tablet PCs each evening.

2.4 Screensavers
Inappropriate images or text involving guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols on screensavers will result in severe disciplinary actions.

2.5 Sound
Sound must be muted at all times unless permission is obtained from the Educator for instructional purposes.

2.6 Deleting Files
Students or Educators should not delete any files that they did not create. Deletion of certain files can affect the Tablet PC’s performance.

2.7 Music and Programs
Students and Educators are responsible for maintaining the integrity of software required for facilitating academic activities. Music is not allowed to be played on the Tablet PC during school hours without permission from the Educator.

2.8 Games
Games are not allowed to be played on the Tablet PC during school hours unless the game is educational in nature and permission is granted by the Educator. Disciplinary action for playing non-academic games in the classroom will be handled according to the school policy. The downloading of games onto the Tablet PC is strictly prohibited and disciplinary action will occur if these are found on student tablets. Students are not allowed to transfer games or any other personal file through network share folders.

2.9 Backup of data
It is the student’s and Educator’s responsibility to backup data regularly and to ensure that work is not lost due to mechanical failure or accidental deletion.

3. SOFTWARE ON TABLET PCs

3.1 Originally Installed Software
Tablet PCs come with a standardised image already loaded. These images may not be altered or changed in any way. The software originally installed by the supplier must remain on the Tablet PC in usable condition and be easily accessible at all times.

The tablets are also loaded with a variety of other software. From time to time the Ministry may add software applications for use in a particular subject.

3.2 Virus Protection
The Tablet PC has anti-virus protection software. This software will scan the internal storage for known viruses on boot up. The virus software will be upgraded from the network.

3.3 Additional Software
Only software approved by the Ministry is allowed on the Tablet PC.

3.4 Software Upgrades
Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the internet periodically.

- Any attempt to alter data, the configuration of a tablet, or the files of another user without the consent of the individual or administrator will be considered an act of vandalism and subject to disciplinary action.
- All use of the Internet must comply with usage guidelines. Log files are maintained on each Tablet PC with a detailed history of all sites accessed. These files will be reviewed periodically.

3.5 Privacy and Safety
- Do not go into chat rooms or send chain letters.
- Do not open, use, or change tablet files that do not belong to you.
- Do not reveal your full name, phone number, home address, ID number, credit card numbers, password, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential.
If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify an Educator or office staff immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

3.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not an excuse. If you are unsure, ask an Educator or a parent.
- Plagiarism will be treated as an act of cheating. Give credit to all sources used, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.

3.7 E-mail

These guidelines include but are not limited to:

- Students and Educators should maintain high integrity with regard to e-mail content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Student e-mail is subject to inspection by the school and Ministry at any time.

3.8 Inspection

Students may be selected at random to provide their Tablet PC for inspection.

3.9 Consequences

The student or Educator in whose name a system account and/or tablet hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use. The Ministry will cooperate fully with any authority in any investigation concerning or relating to violations of tablet crime laws.

3.10 Tablet Damage: Intentional

Damage to the tablet determined to be intentional will be treated as vandalism. The student will be held responsible for financial damages, and turned over to law enforcement.

4 APPROPRIATE & INAPPROPRIATE USAGE

4.1 Safeguarding and Maintaining as an Academic Tool

- Memory space is limited. Academic content takes precedence over personal files and apps.
- Students may not use the tablet for non-academic purposes during school hours
- Logging into another student’s tablet is prohibited;
- Video streaming on the tablet during school is only permitted with an Educator’s permission and supervision;

4.2 Illegal Activities

Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity is prohibited.

4.3 Cameras

Students and Educators must use good judgment when using the camera function on the tablet. The student or Educator agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of the camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by an Educator.

4.4 Jailbreaking

Jailbreaking is the process of which removes any limitations placed on the tablet. Once Jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.

4.5 Inappropriate Access to Materials

- Students may not use the system to access materials that are profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards others (i.e. hate literature).
- If a student mistakenly accesses inappropriate information, they should immediately report it to their Educator. This may protect students from any claim that they have intentionally violated the policy.
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- Messages relating to or in support of illegal, inappropriate activities may be reported to the proper authorities.
- Students will subscribe to only high-quality discussion group mail lists that are relevant to education and/or career development.
- Students will be supervised while accessing the Internet; however, they are still responsible for their proper use and access.

4.6 Cyberbullying
Cyberbullying is the use of digital technologies or mobile devices to harass, threaten, embarrass or torment another student. This can happen both directly and indirectly. In order to avoid this students and Educators will:
- Identify strategies for dealing with cyberbullying responsibly.
- Analyse and report any offensive online behaviour or interactions to a trusted adult.
- Create positive online communities rooted in trust and respect.
- Think before sending or posting anything.
- Recognise and identify factors that intensify cyberbullying, including what role they play in escalating or de-escalating online cruelty.

Students and Educators will NOT:
- Publish information that is harmful or embarrassing to others.
- Facilitate the spreading of rumours via online platforms.
- Participate in online polls, "bash" sessions, or other communities that are harmful to others.

4.7 “Sexting” or other inappropriate online interactions
Like cyberbullying, “sexting”, or the transmission of inappropriate images or messages digitally, can result in conviction in a court of law. Students and Educators will understand the role of digital technologies in relationships. Students and Educators will not actively participate in the sharing of inappropriate photos and/or information of themselves or others.

4.8 Self-Expression and Identity
There can be a difference between an online versus offline identity. Students and Educators need to be aware of these differences and realise that how they present themselves online can affect their relationships, sense of self, and reputations. Students and Educators will identify the risks of assuming different personas online and what it means to be genuine in an online context.

4.9 Inappropriate Use
Inappropriate use includes, but is not limited to, those uses that violate the law, the rules of network etiquette, or that hamper the integrity or security of this tablet/network/Internet system or any components that are connected to it.

4.10 Violations of Law
Transmission of any material in violation of existing legislation is prohibited. This includes, but is not limited to:
- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarised material;
- material protected by trade secret; or
- blog posts, Web posts, or discussion forums/replies posted to the Internet which violate the law.

4.11 Commercial Use
Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

4.12 Intellectual Property
Students and Educators must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others’ materials without appropriate authorisation is not allowed.

5. PROTECTING & STORING YOUR TABLET PC
5.1 Tablet PC Identification
Tablet PCs can be identified in the following ways:
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- Record of serial number
- Individual user account name and password
- By the supplier using tablet tracking software

5.2 Password Protection
Students and Educators are expected to password protect their Tablet PCs by maintaining a network login account and password. Keeping that password confidential is the student’s or Educator’s responsibility.

6. REPAIRING OR REPLACING YOUR TABLET PC

6.1 Supplier Warranty
This tablet is covered by 2 years’ supplier warranty as part of the purchase price of the equipment. The supplier warrants the Tablet PC from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the Tablet PC, or Tablet PC replacement. The warranty does not cover damage caused by misuse, abuse, accidents, or tablet viruses. Please report all Tablet PC problems to the supplier’s help desk.

6.2 Replacement of tablets in cases of theft, fire or accidental damage
The Ministry will provide replacement of Tablet PCs in cases of theft, fire or accidental damage only after exhaustive investigation.

Cases of theft or fire should immediately be reported to the closest police station.

7. TABLET PC TECHNICAL SUPPORT
The Help Desk is operated by the supplier on 8908. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging internal storage
- Updates and software installations
- Coordination of warranty repairs

Any service not covered by warranty will be chargeable.