



Sinhala Buddhist School iPad Guidelines and Acceptable Use Policy 2014

Our aim is to train and equip students to use technology as a regular part of their Sinhala Language and Sri Lankan culture learning in an interactive way.

Proper access to technology is essential for the future, and the iPad can be considered as one of the learning tools of the 21st Century students. The focus of the iPad program at SBS is to provide tools and resources to these 21st Century Learners.

The policies, procedures and information within this document apply to all iPads used at SBS. Teachers may set additional requirements for use in their classroom.

The use of the technology at SBS is a privilege, not a right. This policy is provided to make all users are aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions outlined in this policy, privileges may be terminated, and the appropriate disciplinary action will be taken.

Taking Care of iPad

General Precautions

- The iPad is the SBS 's property and should be treated with respect and care.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The iPad and case must remain free of any writing, drawing, stickers, or labels.

Screen Care

- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or the corners of the iPad.
- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the iPad against tables, floors, etc. as it will eventually break the screen.

Sound, Music, pictures, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher. Students may bring headphones to use when a teacher deems it suitable.
- Music is allowed on the iPad and can be used at the preference of the teacher.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing SBS school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Messaging services (i.e. MSN Messenger, ICQ, facebook, twitter etc.)
- Internet/computer games that are not deemed as educational by teacher.
- Downloading apps that are not for school curriculum.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action.