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**iPad Usage Regulations**

30 March 2012

Dear Parents

Assalamu Alaikum Wr. Wb.

As we enter term 2, we wish to tighten up on the usage of the iPads by students to ensure they are being used appropriately and are being used only for learning activity. Students are reminded that all classrooms are learning environments and that social activity has no place in them. iPads may only be used for learning activity and any social or games use is prohibited while at school. From Term 2, the following usage regulations will be implemented and enforced in every classroom by every teacher.

* iPads must be used ONLY for class work under the direction of a teacher. All social use is banned while at school. This includes messaging, emails, taking pictures, recording, videoing, gaming unless required by the teacher for learning activity..
* iPads must remain in the iPad Lockers unless their use is authorised by the teacher who is teaching while they are being used.
* At the end of every lesson (period or double), the teacher will supervise the replacement of ALL iPads into the iPad Lockers.
* Students may not take their iPads from the iPad Locker unless requested to do so by their class teacher. This may happen at the beginning of the lesson or at any time during the period.
* The Form Teacher must supervise the placement of all iPads into the lockers during morning Form Assembly, ensure no student has an open iPad during Form Assembly in the afternoon, and supervise students placing iPads in bags.
* An iPad usage timetable will be drawn up for lessons away from the Form Classroom. Students may take their iPad from the Locker only for classes specified on the usage timetable.
* When a student enters a room with the iPad, it must be placed flat on the desk with the cover closed and hands must not be touching the iPad. iPads may not be opened until students receive permission from the class teacher.
* Students are not permitted to use the iPad for social or gaming use before or after school.
* iPads will be confiscated from students who break any of these usage regulations. Confiscated iPads must be taken to the office where they will be treated in the same manner as mobile confiscations.

**Confiscations: 1st offence – 7 days; 2nd offence – 14 days, 3rd offence – 30 days**

Wassalam Alaikum Wr. Wb.

AbdulKarim Galea

Head of Campus