

Acceptable Use Policy (AUP) for Educators

September 2021

1. Overview

MFED's intentions for publishing an Acceptable Use Policy (AUP) are to further develop a culture of openness, trust and integrity rather than impose restrictions. MFED is committed to protecting educators and students from illegal or damaging actions by individuals, either knowingly or unknowingly. The LearnPad tablet and its accompanying accessories are the property of the One Tablet Per Child initiative administered by MFED. All tablet users will always follow this AUP and MFED's applicable policies for the use of technology in education. The LearnPad tablet is to be used primarily for educational purposes.

2. Purpose

The purpose of this policy is to outline the acceptable use of the LearnPad tablet use at the workplace and beyond. These rules are in place to protect the users. Inappropriate use exposes the workplace's or user's infrastructure to risks including virus attacks, compromise of network systems and services, and legal issues.

3. Scope

This policy applies to the use of information, the LearnPad tablet, and network resources in schools. All educators using the LearnPad tablets are responsible for exercising good judgment regarding appropriate use of information and network resources in accordance with policies and standards, and Maltese laws and regulation.

4. Policy

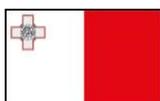
4.1 Educators must sign to confirm their adherence to this AUP before the tablet can be issued.

4.2 The tablet and its accessories must be returned in good condition whenever requested by the MFED.

4.3 The educator whose students are in possession of the tablet provided by MFED is responsible for the adherence of students to the respective AUP (for parents) at school and during school hours only. Educators must explain, in simple language, the clauses of the respective AUP and convey its spirit to the children in their care.

4.4 This AUP complements the Memorandum of Understanding on the National Implementation of the One Tablet per Child Initiative signed on the 6/1/2017 between MFED, Church Schools and Independent Schools on one side and MUT on the other.

The information you supply will be used by the Government of Malta for administrative purposes only within the terms of the Data Protection Act [Chapter 440 of the Laws of Malta]. The personal data contained in this application form shall be processed by the Government of Malta in strict confidentiality and for the purpose it was collected. You have the right to access, rectify, and where applicable, erase any data concerning you. The data collected will be used to administer the project and can be disclosed to third parties authorized by the Ministry who, will be administering the project on behalf of the Ministry. Further details regarding your rights can be accessed on <http://www.digital.edu.mt/>



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- 4.5 This AUP can be revised anytime at the discretion of MFED in consultation with MUT. Prior notice will be given to educators of such changes, and an amended policy shall be provided to all educators.
- 4.7 MFED shall not be held responsible for any damages suffered due to and include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the user's own negligence, errors or omissions.
- 4.8 This AUP is subservient to The Laws of Malta at all times.

5. Good educational use

- 5.1 The tablet is primarily an educational tool and should be used as such. The main focus is using tablets to support literacy, numeracy and digital literacy, though other educational aspects shall not be left out.
- 5.2 The tablet is another piece of technology that should complement and supplement other forms of technology.
- 5.3 The LearnPad tablets are configured initially by MFED and maintained afterwards by a Mobile Device Management system (ClassConnect). In order for MFED or the school to provide resources to students, enrolment profiles are installed. Educators should take care not to remove these profiles.
- 5.4 The tablet is both a consumption tool (read, access information ...) and a production device (write, create, publish, capture multimedia...). The onboard keyboard, camera and microphone should be used in a safe and educational way.

6. Caring for the tablet and the User's health

- 6.1 It is important that educators promote tablet care.
- 6.2 When students leave their tablet at home, educators or SLT have the right to sanction them in the same way as when students leave other tools at home.
- 6.3 Do not place heavy objects on top of the tablets and avoid cluttered desks to prevent dropping the tablet or other damages.
- 6.4 Educators are responsible for their tablet at all times. The tablet should be kept in a safe place when not in use.
- 6.5 Avoid eating and drinking while using the tablet.
- 6.6 The tablet should always be used on a flat surface and held comfortably in the hands to minimise the risk of repetitive strain injury.
- 6.7 Take frequent breaks if planned prolonged use is required. Students should put their tablet into sleep mode during these breaks.

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- 6.8 Only the supplied or a lint-free, non-abrasive cloth should be used to clean the tablet's screen. Other types of cloths should be avoided. The film screen protector should not be removed from the screen.
- 6.9 The tablet should always be kept in the carry case when travelling and the protective cover provided must not be removed.
- 6.10 Fingers or the provided stylus should be used on the tablet's screen.
- 6.11 USB devices, cards and cables must be inserted carefully into the tablet to prevent damage.
- 6.12 Educators are to encourage their students to charge the tablet overnight in preparation for the following-days' planned activities. Completely discharging batteries should be avoided. On the other hand, fully charged tablets should not be left connected to AC power.
- 6.13 The instruction manual provided with the tablet can be found online on <https://www.digital.edu.mt/downloadable-resources/>
- 6.14 Tablets should not be subjected to extreme heat or cold or exposed to liquids. Precautions must be taken to avoid the tablet being affected by liquid spills.
- 6.15 Disassembling, hacking and tampering with hardware, software, case and accessories is prohibited.
- 6.16 Tablets should only be connected to authorised Internet/Wi-Fi networks at school, the Wi-Fi network at home and public Wi-Fi hotspots deemed as secure (e.g. hotspots provided by the Malta Communications Authority).
- 6.17 Any technical issues must be reported to MITA on 20935000.
- 6.18 Theft, loss or damage of the tablets and/or its accessories must be reported without delay to the school authorities and the usual procedures of reporting followed.
- 6.19 Educators that are no longer associated with the year 4, 5 and 6 or those who are moving to another school need to return the tablet to the Head of School. The Tablet Return Form (Form A) is to be filled in and a scanned copy sent to ict.support@ilearn.edu.mt. This also applies to educators on long unpaid leave and educators on maternity.

7. Digital Citizenship

- 7.1 All data resident on the tablet must be used in accordance with the Data Protection Act of Malta.
- 7.2 Multiple forms of literacies which may include blogs, instant messages, podcasting, sharing images, videos and music, digital storytelling, games etc. are encouraged on the tablet with the necessary supervision of the educator.
- 7.3 Access to social network sites like Facebook, Instagram and Twitter (and including other sites in this category) on the tablet is strictly prohibited to students.
- 7.4 Educators are to encourage students to prepare work and research topics on the tablets at home.

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- 7.5 Cyber-bullying, sexting, phishing and irresponsible online behaviour will be dealt with seriously, leading to immediate action. Students are prohibited to use the tablet to pursue such activities and are encouraged to report to an educator and parents/guardians any such activity if they come across it.
- 7.6 Passwords should never be shared.
- 7.7 When educators decide to use downloaded content, they must make sure that it is appropriate for their students. They should also ensure that copyright laws are not breached. When in doubt, educators should always seek direction from the SLT or Education Officers.
- 7.8 The LearnPad tablets will make use of the school's network and access the Internet as a shared resource. All educators are to use the network and the Internet responsibly with other community members in mind.
- 7.9 Educators are to refrain from downloading large multimedia files in school so that the school's network is not overloaded.

For your records

Device Asset No _____

In case of hardware failure and change in tablet, kindly record the changes here;

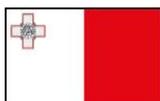
New device Asset No _____ changed on _____ (dd/mm/yyyy)

New device Asset No _____ changed on _____ (dd/mm/yyyy)

1 Keep pages 1-4

2 Fill in page 5 and return it to school.

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Please return only this page to school

Signatures

I have read and understood this AUP for the One Tablet Per Child Pilot Project and I agree to abide by its terms.

Device Asset No _____

The device asset number has been included only for reference purposes.

Mobile phone _____

Name and Surname of educator

Signature of educator

I.D. number of educator

College and **name of school** and **Class** (indicate if you teach more than one class as a specialized teacher)

Date

For School Office Use

In case of hardware failure and change in tablet, kindly record the changes here:

New device Asset No

Changed on

Educators' Signature

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