

Acceptable Use Policy (AUP) for parents and legal guardians

September 2021

1. Overview

Ministry for Education's (MFED) intentions for publishing an Acceptable Use Policy (AUP) for parents and legal guardians are to further develop a culture of openness, trust and integrity rather than impose restrictions. MFED is committed to protect users 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 (OTPC) 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 at school and at home. These rules are in place to protect the students. Inappropriate use exposes the school or the home 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 students using the LearnPad tablet must be guided towards exercising good judgement regarding appropriate use of information and network resources in accordance with policies and standards, and Maltese laws and regulation. Parents or legal guardians are responsible in helping their children uphold policies, standards and Maltese Laws and regulation.

4. Policy

4.1 Parents/guardians (on behalf of their children) must sign this AUP and return the last page of this AUP to the school before the tablet can be given.

4.2 The tablet and its accessories must be returned in good condition either at the end of Year 6 or in cases where the student is moving abroad, as requested by MFED.

4.3 The parent/guardian is responsible for adherence to this AUP outside school hours. The parent/guardian must explain, in simple language, the clauses of this AUP and convey its spirit to the child receiving the tablet.

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 accessed on <http://www.digital.edu.mt/>



4.4 This AUP can be revised anytime at the discretion of MFED. Prior notice will be given to parents/guardians of such changes, who would be requested to sign for the amended terms.

4.5 The Ministry for Education and the School Administration shall not be held responsible for any damages suffered. These include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence, errors or omissions.

4.6 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. These profiles must not be removed.

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 parents/guardians 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 Students are expected to come into class every day with a charged tablet. Charging should always be done under adult supervision. Parents/guardians can help their children by setting up a charging station that will help the child easily charge the device and remember to bring it to school the next day so that the flow of lessons is not disrupted. Children are responsible for doing their work but lack of Internet access at home will be taken into consideration by the teacher.

6.4 Do not place heavy or sharp objects on top of the tablets and avoid cluttered desks to prevent dropping the tablet or other damages.

6.5 Students and their parents/guardians are responsible for their tablet at all times. The tablet should be kept in a safe place when not in use.

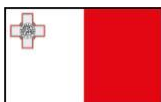
6.6 Avoid eating and drinking while using the tablet.

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- 6.7 The tablet should always be used on a flat surface and held comfortably in the hands to minimise the risk of repetitive strain injury.
- 6.8 Take frequent breaks if planned prolonged use is required. Students should put their tablet into sleep mode during these breaks.
- 6.9 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.
- 6.10 Parents/guardians must ensure that the use of the tablet does not affect the user's established healthy sleep, study and recreational patterns. Prepare the tablet for the next day and do not use it just before going to sleep.
- 6.11 Students should use a tag/key chain to identify their carry case. A small sticker can be fixed to the stylus to identify its owner.
- 6.12 The tablet protective cover and screen protector should never be removed. The tablet should be placed in the carry case when travelling.
- 6.13 Fingers or the provided stylus should be used on the tablet's screen. The stylus should be kept in the tablet's carry case.
- 6.14 USB devices, cards and cables must be inserted carefully into the tablet to prevent damage.
- 6.15 Parents/guardians are encouraged to charge the tablet overnight in preparation of 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. The charger must be kept at home.
- 6.16 The instruction manual provided with the tablet can be found online on:
<https://www.digital.edu.mt/downloadable-resources/>
- 6.17 Tablets should not be subjected to extreme heat or cold or exposed to liquids. Precaution must be taken to avoid the tablet being affected by liquid spills.
- 6.18 Disassembling, hacking and tampering with hardware, software, case and accessories is prohibited.
- 6.19 Students should not download music, videos or other files from any file sharing site unless directed by the teacher. Apps should not be installed on the tablet without the teacher's permission.
- 6.20 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).
- 6.21 Technical issues must be reported to MITA on 20935000. Parents will be contacted for further instructions. If the device is replaced, it is important that the school administration is informed about the new Tablet Asset Number. The parent will need to acknowledge the change of device by updating the asset number on this AUP document on page 4.

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- 6.22 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.
- 6.23 In the eventuality that the student emigrates, the user must return the device in good working order to the Head of school (including case, stylus, charger and cable).
- 6.24 When a student moves to another school, the tablet and AUP move with the student. The AUP should be given to the Head of School of the new school. The tablet will be then enrolled in the new school.

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 at school and parents at home.
- 7.3 Access to social network sites like Facebook, Instagram and Twitter (and including other sites in this category) on the tablet is prohibited to students.
- 7.4 Students should be encouraged to prepare work and research topics on the tablets at home.
- 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 the teacher and parents/guardians any such activity if they come across it.
- 7.6 Passwords should never be shared.
- 7.7 Students should use the camera and microphone of the tablet only when requested by educators.
- 7.8 Students should act as good digital citizens and use the internet responsibly. Parents and legal guardians should be aware that no safeguards are 100% fool proof and thus they must always supervise their child's online activities.
- 7.9 Students 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 parent/guardian have read and understood this AUP for the One Tablet Per Child Pilot Project and I agree to abide by its terms. I am agreeing to the conditions stipulated in this policy. Should my child's device be replaced due to hardware failure, I agree that the conditions and responsibilities specified in this policy will remain binding.

Device Asset No _____

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

Name and Surname of child

Class

Name and Surname of parent/guardian

Signature of parent/guardian

I.D. number of parent/guardian

Mobile number & Email address

College and Name of school

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	Guardians/Parents Signature
_____	_____	_____
_____	_____	_____

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