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1. Purpose

All students and parents are required to read carefully this document, as well as sign the accompanying Tablet use agreement. Tablets are provided for the purpose of supporting the educational mission and for NEF Life Enhancement Educational Programme (LEEP) which shall be delivered online by NEF Life Skill Trainers or any other Programme developed by NEF from time to time. NEF's goal in utilizing the tablet device is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Use of these technologies is a privilege that carries responsibility and behavioral expectations, including but not limited to those stated in the policy document.

2. Objective

This policy document sets the guidelines for the proper usage of NEF owned and issued tablets and is to ensure the Users of the tablet acknowledge, understand, and respect the tablet, Internet, and its Usage Policy.

This document is an addendum to NEF 'Tablet use Agreement' document. This tablet usage policy is to be read and interpreted in accordance with its governing parent document as stated above.

3. Principles

The purpose of this policy is to provide clear guidance on the issuing and use of NEF owned tablets.

- To ensure that Students and Parents understand their obligations in accepting and using NEF provided tablets.
- To state that both students and parents are accountable for their use of NEF owned tablets.
- To confirm that use of tablet devices must be in accordance with this tablet usage policy and public law.

4. Tablet Usage Policy

4.1 Student/Parent Authorization and restricted use

Only students who have been authorized by NEF and who are under direct supervision of a designated NEF employee are permitted to use an assigned NEF Tablet. Prior to such authorization, the student and the student's parent must sign and return the Tablet use Agreement form acknowledging their responsibilities and the consequences of violation. The tablet shall be used for educational purposes and for NEF Life Enhancement Educational Programme (LEEP) which shall be delivered online by NEF Life Skill Trainers or any other Programme developed by NEF from time to time. Lending a tablet to any third party is strictly prohibited.

4.2 Tablet Ownership

The NEF shall be deemed to have retained the ownership of the equipment at all times unless the NEF transfers the title. The transfer of ownership shall occur on the completion of studies at secondary level.

4.3 Compliance with Policy and Right of inspection

The NEF reserves the right to inspect any and all files stored on any and all tablets that are the property of the NEF in order to ensure compliance with this policy. Users do not have any personal privacy right in any material, data, files, programs, etc. created, received, stored in, or sent from any NEF-issued tablet, and the NEF IT Manager is hereby authorized to institute appropriate practices and procedures to ensure compliance with this policy. In the event of a violation of this policy, the NEF may take any action appropriate under the circumstances.

4.4 Legislation

Students and parents should familiarize themselves with:

- I. Computer Misuse and Cybercrime Act 2003
- II. Information and Communication Technologies Act 2001
- III. Data Protection Act 2017
- IV. Child Protection Act
- V. Any other applicable public law

Students and parents will not perform any action using NEF assigned tablet which violates existing policy or public law.

4.5 General Care and Precautions

- Do not do anything to the device that will permanently alter it in any way.
- Do not remove any serial numbers, identification or labels placed on the device.
- Keep the device clean. For example, do not eat or drink while using the device.
- Do not remove the device from the protective case.
- Do not subject the device to extreme heat or cold.
- Tablet must never be left in a car or any unsupervised area.
- Students are responsible for keeping their Tablet's battery charged for school each day.
- Cords, cables, and removable storage devices must be inserted carefully into the Tablet.

4.6 Carrying tablet

The protective case (flip flap cover) provided with Tablet has sufficient padding to protect the Tablet from normal treatment and provide a suitable means for carrying the tablet. The cover also provides the possibility to be used as a stand. The guidelines below should be followed:

- Tablet should always be within the protective case when carried.
- The Tablet must be turned off before placing it in the protective case.
- The power cord should NOT be plugged into the Tablet while in the protective case.
- Protective cases should be used for the sole purpose of carrying your Tablet.

4.7 Screen care

The Tablet 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 when it is closed.
- Do not place anything near the Tablet 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.

4.8 Charging Your Tablet's Battery

The Tablet must be in a fully-charged condition when used for educational purposes. Students need to charge their Tablets each evening.

4.9 Screensavers/Background photos

Inappropriate media or text involving guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols may not be used as a screensaver or background photo. Students are not permitted to have personal photographs as background/screensavers.

4.10 Sound

On all Tablets, sound will be muted at all times, unless permission is obtained from the teacher for instructional purposes. Appropriate music may be used in class at the discretion of the teacher (i.e. reading time or homework time during class). All musical lyrics should be appropriate and positive. Teachers have the right to listen to determine if music is appropriate.

4.11 Games

Games are not allowed to be played on the Tablet during school hours unless the game is educational in nature and permission is granted by the Educator. The downloading of games onto the Tablet 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.

4.12 Deleting Files

Students should not delete any files that they did not create. Deletion of certain files can affect the Tablet's performance.

4.13 Saving work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. Tablet malfunctions are not an acceptable excuse for not submitting work; therefore, students will back up all work.

4.14 Backup of data

It is the student's responsibility to backup data regularly and to ensure that work is not lost due to mechanical failure or accidental deletion.

4.15 Software on Tablets

Students are responsible for maintaining the integrity of software required for facilitating academic activities. The software originally installed by NEF must remain on the Tablet 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 NEF may add software applications for use in a particular subject.

4.16 Virus

The Tablet has anti-virus protection software. This software will scan the internal storage for known viruses. Virus protection software will have to be updated on a regular basis. Students are expected to take reasonable safeguards against the transmission of security threats over the school network and internet. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe the tablet you are using might be infected with a virus, alert the NEF immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

4.17 Additional Software

Only software approved by the NEF is allowed on the Tablet.

4.18 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 NEF will be considered an act of vandalism and subject to disciplinary action. All use of the Internet must comply with usage guidelines. Only software approved by the NEF is allowed on the Tablet.

4.19 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 NEF immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

4.20 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.

4.21 E-mail

These guidelines include but are not limited to:

- Students will use approved email accounts under supervision by or permission from NEF.
- Students 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 NEF at any time.

4.22 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.

4.23 Illegal Activities

Use of NEF assigned tablet's, internet/E-mail accounts for financial or commercial gain or for any illegal activity is prohibited.

4.24 Camera

Students must use good judgment when using the camera function on the tablet. The student 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.

4.25 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.

4.26 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.
- 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.

4.27 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 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 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.

4.28 “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 will understand the role of digital technologies in relationships. Students will not actively participate in the sharing of inappropriate photos and/or information of themselves or others.

4.29 Self-Expression and Identity

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

4.30 Commercial Use

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

4.31 Intellectual Property

Students 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. Violation of Tablet Usage Policy

Violations of this Tablet Usage Policy and/or existing policy or public law may have disciplinary repercussions, including but not limited to:

- I. Confiscation of Tablet
- II. Notification of parents
- III. Legal action and/or prosecution

A student may also be put on restricted/limited access and use of the device, at the NEF's discretion for a limited period until such time as the NEF determines the student has satisfied the conditions for non- restrictive use.

6. Limitation of liability

NEF is not liable for the inappropriate use of electronic communication resources, violations of copyright laws, user's mistakes, negligence or costs incurred by users. NEF is also not responsible for ensuring the accuracy or usability of any information found on the Internet. NEF will not be responsible for damage or harm to persons, files, data, or hardware. NEF will not be responsible for damage, harm or theft to student-owned Tablets. While NEF employs safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantee as to their effectiveness. NEF will not be responsible, financially or otherwise, for unauthorized transactions conducted over the internet.

NEF reserves the right to revise, add, delete and extend any of the policies and procedures pertaining to the Tablet and its use at any time. Students and their parents will be notified of any of these changes.

7. Return of the tablet

NEF reserves the right to require the return of a tablet at any time for any reason. If the return of a tablet is requested it must be returned within 24 hours of the request being made.

8. Tablet identification

Tablet can be identified through Record of serial number or Individual user account name and password.

9. Supplier's Warranty

This tablet is covered by 1 year supplier warranty as part of the purchase price of the equipment. The supplier warrants the Tablet 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, or Tablet replacement. The warranty does not cover damage caused by misuse, abuse, accidents, or tablet viruses. Please report all Tablet problems to the NEF Case Management Officer responsible for your case.

10. Technical Support for Tablet

Malfunctions or any other technical problems with tablets should be reported immediately by the parent to NEF through NEF Case Management Officer responsible for your case so that steps can be taken to have the problem rectified by supplier as quickly as possible. Any service not covered by warranty will be chargeable.

11. Replacement of tablets in cases of theft, fire or accidental damage

NEF will provide replacement of Tablet in cases of theft, fire or accidental damage only after exhaustive investigation and report by relevant authorities.

Such a replacement may be made only in cases of:

- I. Tablet PCs being stolen, with an element of forced entry;
- II. Damage in fire at home or vehicle;
- III. Other cases with report from the Police Department

Should such cases arise, parents/students are requested to:

- (i) Report the case to the Police or Fire authorities as relevant.
- (ii) Inform NEF Case Management Officer responsible for your case.