



**POLICY
24A**

Dell Tablet Policy 2016-2017

For Ta'allum Schools




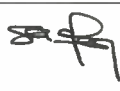

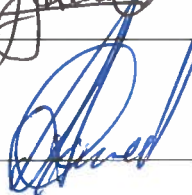
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Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Sheldon Smith		Principal- AJA	25/9/16
Reviewed by	Maha Teema		Principal- AMAG	10/10/16
Reviewed by	Steven Middleton		Principal-AMAB	27/10/16
Reviewed by	Dr. Mohammad Saefan		Education Director	17.10.16
Reviewed by	Mr. Jamil Al Mannai		I.T Manager	9/10/2016
Approved by	Mr. Ahmed Al Mannai		CEO	17/10/2016

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date

Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"

The policies, procedures and information within this document apply to all tablets used in the Ta'allum Group's schools

School Administration

The Ta'allum group Schools' network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

1. **School Network:**

The Tablet is programmed to use the school's internet filter when it is 'onsite'.

2. **Inspection:**

School administrators may review files and monitor all students' Tablets and Internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of students' files and electronic messaging is not guaranteed in the school setting.

3. **Procedure for restoring tablets:**

If technical difficulties occur or illegal software is discovered, the tablet will be restored to its original format or have inappropriate apps removed. The school does not accept responsibility for the loss of content deleted due to a restore.

4. **Email:**

An email account will be available for each Student to use for appropriate academic communication with other students and teachers.

5. **Configuration:**

The school administrator(s) may remove/add applications, delete/archive user files, and/or modify software configurations without prior notice to maintain the operation of technology resources for all users.

USB and Camera will be always disabled.

6. **Software Upgrade:**

Upgraded versions of apps are available from time to time. Students will be expected to upgrade apps as necessary.

Parent Responsibilities

Your son/daughter has received a tablet to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe efficient, and ethical operation of this Tablet.

The parents are required to:

1. Supervise their children' use of the Tablet at home.
2. Discuss their family's values and expectations regarding the use of the Internet and email at home.
3. Supervise their children' use of the Internet and email.
4. Not load inappropriate software on the Tablet.
5. Make sure their children recharge the Tablet battery nightly.
6. Make sure their children bring the Tablet to school every day.
7. Understand that if their child comes to school without the Tablet, they may be called to bring it to school.

Student Responsibilities

Your Tablet is an important learning tool and is usually used for educational purposes only. You must be willing to accept the following responsibilities:

When using the Tablet at home, at school, and anywhere else, the student is required to:

1. Treat the Tablet with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
2. Not lend the Tablet to anyone, not even his/her friends; it will stay in his/her possession at all times.
3. Not install or use any software other than software owned or approved by the school and made available to the Student even from outside the school network.
4. Honor his/her family's and school's values when using the Tablet.
5. *Bring the Tablet to school every day.*
6. Agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
7. Keep all accounts and passwords assigned to him/her secure, and will not share these with any other students.
8. Make no attempts to change or allow others to change the privileges and capabilities of his/her user account.
9. Recharge the Tablet battery each night.
10. Not access another person's materials, information or files without the implied or direct permission of that person.

11. Not attempt to read, delete, copy or modify the electronic communications of any other person.
12. Not use or attempt to obtain another user's password.
13. Not use school computers, networks, or the Internet for reasons of personal profit or other non-educational purposes.
14. Not bypass the school network by any way,
As an example:
 - a. Through a web proxy,
 - b. Through a VPN connection,
 - c. Through connecting to any hotspot or using any kind of external 3G data connection device.
 - d. etc.

Consequences

For the consequences of any tablet misuse, Please refer to the behavior policy:

Behavior types:

1. A3
2. A33
3. A34
4. B1
5. C2

DELL Latitude E7275

New Tablet Fees

- New Tablet fees for the new students is 4750 QAR,
 - 2000 QAR should be paid as a down payment upon the student registration.
 - 2750 QAR should be paid at the beginning of the academic year.

Tablet Maintenance Fees

Tablet device comes with 3 years of warranty (Pro Support Plus) for Software\hardware defects and malfunctions including ONE time physical damage (repair or replacement) per year (12 months) covered.

Starting second time physical damage:

- Students and Parents are responsible for any kind of Tablet damage that may happen due to improper use.
- Parents will be charging 800 QR for fixing any kind of physical damage for the second time in the same year.
- In case of any physical damage that will lead to total loss, Parents will be charging the full tablet price 4750 QR as a replacement fees.

Dell Tablet Accessories

For extra accessories:

- Stylus Pen : 250 QR
- Dell Power Companion 12,000mAh USB-C - PW7015MC : 450 QR

Tablet's accessories are available at the below Supplier:

Computer Arabia – Tayseer Group

Tel: 44667555

Location:

