



**POLICY  
24A**

# Dell Tablet Policy

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*For Ta'allum Schools*

*Reviewed September 2019*

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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     | 5/9/19   |
| Reviewed by | Jeanette Azouz      |    | Principal- AMAG    | 8/9/19.  |
| Reviewed by | Shuja Uddin         |    | Principal-AMAB     | 7/9/19   |
| Reviewed by | Mr. Jamil Al Mannai |    | I.T Manager        | 8/9/19   |
| Reviewed by | Dr. Mohammad Saefan |   | Education Director | 9.9.19   |
| Approved by | Mr. Ahmed Al Mannai |  | CEO                | 9/9/2019 |

## 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           |
|----------|-----------------------------------|-----------------|----------------|
| Page 6   | DELL Latitude E7275, E5285        | New Tablet Fees | June 2017      |
| Page 6   | DELL Latitude E7275, E5285, E5290 | New Tablet Fees | September 2019 |

## Table of Contents

|  |   |
|--|---|
| Ta'allum Vision, Mission and Motto ..... | 3 |
| School Administration .....              | 4 |
| Parent Responsibilities .....            | 4 |
| Student Responsibilities .....           | 5 |
| Consequences.....                        | 6 |
| DELL Latitude E7275, E5285, E5290 .....  | 6 |
| New Tablet Fees .....                    | 6 |
| Tablet Maintenance Fees .....            | 6 |
| Dell Tablet Accessories .....            | 7 |

## **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 4G 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, E5285, E5290

### 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 (ProSupport Plus) for Software\hardware defects and malfunctions.

1. Students and Parents are responsible for any kind of Tablet damage that may happen due to improper use.
2. Parents will be charging:
  - For the **model E7275**: This Model is out of warranty
    - 1350 QR for fixing LCD
    - 650 QR for replacement Keyboard.
  - For the **model E5285**:
    - 500 QR for fixing any kind of Tablet damage that may happen due to improper use for the first time.
    - 500 QR for Keyboard damage, 1200 QR for fixing any kind of physical damage for the second time in the same year.
  - For the **model E5290**:
    - 500 QR for fixing any kind of Tablet damage that may happen due to improper use for the first time.
    - 500 QR for Keyboard damage, 1200 QR for fixing any kind of physical damage for the second time in the same year.
3. 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 : 200 QR
- Dell Power Companion 12,000mAh USB-C - PW7015MC : 350 QR

Tablet's accessories are available at the below Supplier:

### **Computer Arabia – Tayseer Group**

Tel: 44667555

Location:

