

# IPADS and TABLETS

## POLICY

### Rationale:

- The recent introduction of iPads and similar tablets has resulted in a surge of staff members, students and their families using these technologies to communicate, to conduct their work and for recreational and professional purposes. It is reasonable therefore, that our school embraces these new technologies and guides our students in the proper, safe and effective use of iPads or similar tablets.

### Aims:

- To ensure that both staff and students are able to use iPads and similar tablets safely, effectively and appropriately.

### Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- Our school will introduce an iPad program into our school so that all staff and students learn about them, learn how to use them safely, and learn how to use them effectively and properly.
- A staff member will be assigned the responsibility of coordinating the iPad program. The program coordinator will receive training on iPad operation, the effective use of iPads in classrooms, and the potential occupational health and safety (OHS) implications of working with iPads.
- To address the potential OHS hazards associated with iPad use, the school will:-
  - Where possible ensure students and staff use proper ergonomic workstations for iPad use.
  - Discourage use of iPads on laps, when sitting on chairs, or when lying on the floor etc.
  - Take short 5 minute breaks to stretch and relax after every 30 minutes of iPad use.
  - Ensure appropriate lighting, but avoid sun glare and reflection from glass screens.
  - Demonstrate how to enlarge print to avoid eye strain, and how to maintain a safe and comfortable viewing distance from the screen ( $\approx 450-700\text{mm}$ ).
  - Introduce iPad docks, external keyboards, document folders and an external mouse as appropriate for those wishing to use them.
  - Inform users of safe sound levels when using earphones, keeping elbows close to the body, and keeping the head and neck in a relaxed position.
- Proper carry cases will be made available for the transport of iPads, and commercial storage and charging stations free of messy cords will be available so that the iPads are charged over night.
- iPads and associated chargers and cables will be subjected to the school's annual 'Test and Tag' electrical program.
- iPads will be scrutinised as part of our regular OHS workplace inspections, and will be scheduled as part of our annual OHS Activities Calendar.
- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

**February 2015**