



NORMATIVA DIGITAL

# Normas iPad y Grupos Digitales

Guía de uso responsable de dispositivos en el centro  
educativo

# Tipos de Dispositivos

## Gestionados


Las familias recogen el dispositivo en el Centro y custodian la contraseña de iCloud.

**Responsabilidad:** Las familias responden si se descargan apps no educativas.

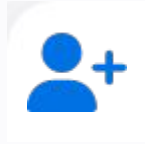
## No Gestionados

Las familias son las únicas responsables del mantenimiento técnico y del contenido que se almacene en estos dispositivos.



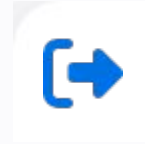
 Se recomienda seguro y funda de protección.

# Incorporación y Abandono



## Alta

Solicitud mediante formulario de matrícula.  
Condicionada a traer el dispositivo adecuado.



## Baja (Inicio)

Solicitud por escrito a Jefatura de Estudios por motivos justificados al empezar el curso.



## Baja (Final)

Se debe indicar en la matrícula del nuevo curso si no se desea continuar.



## Expulsión

Por incumplimiento reiterado de normas que afecte al rendimiento académico.

# ¿Dónde y Cuándo?

## En el Aula

Dispositivo **cerrado** hasta que el profesor indique lo contrario. Solo se abre bajo indicación docente.

## En Pasillos

Siempre guardado en la **mochila**. Nunca llevarlo en la mano al cambiar de clase.

## En el Recreo

Prohibido su uso. Debe quedarse en clase o guardado en la mochila.



# Logística y Convivencia



## Carga de Batería

Traer el dispositivo cargado de casa. Si necesitas cargar, pide permiso sin interrumpir.



## Respeto Ajeno

No tocar dispositivos de otros. Cuidar los de los compañeros igual que el propio.

# | Prohibiciones Estrictas



## **Redes Externas**

Prohibido conectarse a redes distintas a la del instituto (ej. compartir datos del móvil).



## **Uso No Académico**

Usarlo para jugar o actividades no relacionadas con la clase.



## **Modificaciones**

Alterar o eliminar configuraciones/apps necesarias para el aula.

# 10 TOP TIPS

## REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

### 1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



### 2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



### 3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



### 4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



### 5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



### 6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



### 7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



### 8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



# Privacidad y Dignidad

## Tolerancia Cero ante el Ciberacoso



**Cámara y Audio:** Prohibido usar la cámara o grabadora sin petición expresa del profesor.



**Grabaciones sin Permiso:** Prohibido grabar o fotografiar a cualquier persona de la comunidad sin permiso.



**Ataques a la Dignidad:** Uso del dispositivo para atentar contra la privacidad, fama o dignidad de otros.

# Sistema de Consecuencias



## Amonestación

1ª Verbal.  
2ª Escrita.



## Retirada

Impedimento de traer  
el dispositivo de 1 a 5  
días.



## Alternativa

Trabajo en papel (libros  
y fotocopias) durante la  
sanción.



## Expulsión

Abandono definitivo del  
programa por  
reiteración.

# Gracias por su colaboración

El uso responsable de la tecnología mejora el aprendizaje de todos.

[¿Dudas? Contacte con Jefatura de  
Estudios](#)

# Image Sources



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Source: [www.cdw.com](http://www.cdw.com)

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