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# Trinity Catholic Primary School Computer Facilities and External Network Policy

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## Purpose

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Computer facilities and external networks are made available as resources for use by students in Catholic Schools in the Archdiocese of Canberra and Goulburn. The purpose of this Policy is to highlight the significant educational value of Information and Communications Technologies (ICT) in a safe and supportive environment, whilst decreasing the risk of exposure to inappropriate and offensive material or behaviours. School Principals and leaders in education have a responsibility to ensure that procedures are in place for the acceptable use by students of computer technology, email, Internet services, social media and other technology based systems within Catholic Schools.

## Policy

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It is the policy of the Catholic Education Office (CEO) that School based procedures for the use of computer facilities and external networks are based on the following principles:

- the use of technology must reflect the teaching and educational goals of the Catholic School and System. Access to and content of technology use must always be referenced to curriculum and developmental educational needs of the students.
- all employees' duty of care for students extends to the procedures and practices of computer usage and access of students to ICT.
- technology based information created, produced, communicated, stored or accessed on school ICT are subject to monitoring by the school or CEO.
- access to ICT by students is a privilege and with this comes the responsibility of appropriate usage, which may be revoked for not following the school's acceptable use standards. Other consequences may be considered by the school due to the severity of the breach of the Policy.
- student use of ICT must not be contrary to relevant Territory, State or Commonwealth laws. This includes, but is not limited to, laws regarding the possession or transmission of pornography including child pornography, anti-bullying legislation, harassment, anti-discrimination legislation, privacy laws, and laws concerning the improper use of technology with criminal intent.
- Parents/guardians must be regularly informed of the Policy and be encouraged to assist in facilitating its implementation.
- students must read and sign (if age appropriate) the Acceptable Use Agreement, which must be co-signed by a parent/guardian. Examples of these documents are included at the end of this Policy. Generally, students from Pre-Kindergarten through Year 2 will be considered too young to sign the Acceptable Use Agreement of their own accord. A parent/guardian will sign for these students and document that they have read and explained the agreement to their child.

## Definitions

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*Acceptable use* includes those lawful uses that are related to the core business of the CEO and its system of schools and includes incidental personal use of CEO and school computers and devices, as long as such use does not interfere with system operations or other system users.

*Computer facilities and external networks* includes computers and other ICT user devices, local area networks, connections to external electronic networks and subscriptions to external network services.

*Devices* include but are not limited to desktops, laptops, tablets, mp3 players, iPods, USB storage devices and mobile phones, regardless of who they belong to, that are brought onto the CEO or school property or to school activities, or that are connected to the school's network or facilities.

*Inappropriate material* means material which is inappropriate or harmful for children and includes:

- Child abuse images: depictions of children being sexually abused or posing inappropriately.
- Pornography: depictions of adults engaged in sexual activity.
- Nudity: depictions of detailed nudity.
- Violence: depictions of violence that is particularly strong in impact.
- Illegal activity: content which promotes or instructs in criminal activity.
- Terrorist related material: content that advocates terrorist activities.
- Other material that may require an adult perspective.

*Incidental personal use* is defined as use by an individual student for occasional personal communications provided that such use is lawful and complies with this Policy.

*Information and Communication Technology (ICT)* means all computer hardware, software, systems and network infrastructure.

*Internet* refers to the global network of multi-platform smaller computer networks which allow users to access information, communicate and collaborate electronically.

*Personal electronic device* means a piece of electronic equipment, such as a laptop computer or a mobile phone, that is small and easy to carry and that belongs to an individual rather than being CEO property.

*Social media* are any form of online publication or presence that allows interactive communication. Social media sites include but are not limited to:

- micro-blogging sites, eg Twitter
- social networking sites, eg Facebook, MySpace
- video and photo sharing sites, eg YouTube, Flickr
- weblogs, including corporate or personal blogs
- forums and discussion boards, eg Yahoo! Groups or Google Groups
- wikis, eg Wikispaces, Wikipedia
- multiplayer gaming sites eg World of Warcraft
- virtual world sites eg Second Life

*Software* means electronic computer instructions or data (whether licensed, shareware, freeware, evaluation or otherwise) and includes system software, application software or data files.

## Procedures

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### **1. The CEO will:**

- 1.1 monitor the use of computer technology, email, Internet services, social media and other technology based systems with the aim of ensuring that such use by students in the CEO's systemic schools relates to the educational goals of the schools and is consistent with principles, regulations and laws relating to the privacy and safety of school students.
- 1.2 provide appropriate software, either onsite or by the service provider, to seek to allow students to have access only to appropriate online sites.
- 1.3 regularly monitor and review the use of its computer facilities and external networks.
- 1.4 take such lawful action as it deems necessary to protect the security of its assets, facilities and networks.
- 1.5 take such lawful action as it deems necessary to fulfil its duty of care to students including the blocking of Internet sites, restricting a user's access and the confiscation of devices.

### **2. School Principals will:**

- 2.1 implement the Policy.
- 2.2 ensure that an appropriate Acceptable Use Agreement (see Appendix A for example) is signed annually by parents/guardians and students (Year 3 and up) and placed on record in the school before a student is allowed to access the school's computer facilities and network. The Agreement should include a clear statement to parents/guardians about any systems available to students, such as Google email, where data is stored offshore.
- 2.3 provide appropriate instruction to enable students to understand and agree to comply with the requirements of the Acceptable Use Agreement.
- 2.4 provide education programs for students that focus on ethical and acceptable uses of the Internet as well as appropriate online etiquette.
- 2.5 provide education programs for students which develop protective behaviours when accessing online environments.
- 2.6 endeavour to provide reasonable supervision of student compliance with the Acceptable Use Agreement and to investigate alleged breaches of the Acceptable Use Agreement by students and to implement appropriate consequences.
- 2.7 highlight to students the possible dangers of communicating personal information on the Internet, especially in but not limited to social media sites.
- 2.8 inform students that they may not be able to delete items that they store on social media sites.
- 2.9 inform students of the legal, social and civic implications of their online behaviour.
- 2.9 obtain from a parent/guardian, annual written permission as part of the Acceptable Use Agreement for students to publish or transmit student work which may or may not include identifying student information.

2.10 work with the CEO to monitor the use of the school's computer facilities and external networks and inform users that this monitoring occurs (see point 6 below).

### **3. All students will:**

3.1 obtain authorisation to use CEO computer facilities and external networks, including the Internet, through the use of their own personal passwords and user identification.

3.2 only download or install software in accordance with the instructions provided by CEO IC&LT Services and/or the school's authorised personnel.

3.3 only use their school's computer facilities and external networks for acceptable use and in accordance with this Policy, other relevant policies and the Acceptable Use Agreement.

3.4 take full responsibility for the effect that their actions and words may have on others.

3.5 if unsure as to the appropriateness of their online behaviour seek guidance from a teacher or a parent/guardian.

3.6 immediately report to a teacher or parent/guardian upon becoming aware of:

- any breach of security, confidentiality or privacy.
- receipt or accidental download of inappropriate or offensive material.
- receipt or presence of any virus.
- any breach or alleged breach of the Acceptable Use Agreement.

3.7 read and sign the Acceptable Use Agreement if they are in Year 3 or above before using the school's computer facilities and external networks.

### **4. A parent/guardian will:**

4.1 read and sign the Acceptable Use Agreement and the Use of Personal Devices Agreement (if applicable) before their child is allowed to use the school's computer facilities and external networks.

### **5. Use of Personal Electronic Devices**

5.1 Each school will determine whether personal electronic devices will be allowed at school and, if so, which devices will be included. However, all personal electronic devices brought to the School will be governed by this Policy. Principals need to take into account the range of devices that will be supported on the CEO network as listed in the Service Level Agreement. Parents/Guardians of students wishing to authenticate a personally owned computer or other approved device to the school's network must sign a Personal Electronic Device Use Agreement (see Attachment B) that outlines the level and type of support available and the end user's responsibility in managing the device. Students in Years 3 or above should also read and sign this agreement.

5.2 Devices owned by students may be searched and/or confiscated if the Principal believes, on reasonable grounds, that there is a threat to a person or system security or the device has been used or involved with unlawful conduct or a serious breach of the Acceptable Use Agreement.

5.3 Whilst using personal electronic devices at school, students MUST access the Internet through the school wireless network.

5.4 Maintenance of personal electronic devices is NOT a school responsibility.

5.5 It is the responsibility of students to purchase and upgrade software for their personal electronic device and to charge batteries.

5.6 The school will not be liable for loss or damage to personal electronic devices, beyond circumstances covered in the school's Behaviour Management Policy. Students are NOT to lend their personal electronic devices to others whilst at school. Arrangements to securely store devices **must** be made when those devices are not in use. Schools will develop their own storage policies.

5.7 Whilst at school students must not use their personal devices to take photographs or record video or sound without the permission of a teacher and the permission of all people being photographed or recorded.

### 6. Monitoring

6.1 From time to time the content and usage of student email and other electronic communications may be examined by the School Principal, the CEO or a third party on the CEO's behalf

6.2 All student messages and files on the CEO's system will be treated as education related and may be monitored. Accordingly students should not expect that any message or file transmitted or stored on their school's computer facilities and external networks will be private.

6.3 Students should also be aware that the CEO is able to monitor their use of the Internet when accessed through their school network. This includes the Internet sites and content accessed and the length of time spent using the Internet. Appropriate notices are included in Attachment C.

6.4 Monitoring of devices will occur regardless of whether the device was provided by the school, purchased by parents as part of a school initiative or individually owned.

### 7. Social Media

7.1 Whilst at school or using the school network on a school or personal electronic device, students must only access or contribute to social media sites if those sites are solely related to an educational context and if permission is given by a teacher to access those sites. This use must be in accordance with all other requirements specified in this Policy.

7.2 During personal use of social media, students must not communicate with their teachers or invite teachers to join in their personal networks.

7.3 Irrespective of whether teacher permission has been given to access a social media site, students must not:

- post any information about or images or videos of their teachers, themselves or other students, nor make comments about their school that might indicate that they are representing their school or that might bring their school into disrepute.
- forward on information, pictures, films or web links that contain inappropriate or hurtful material about members of the school community.
- sign up to sites that are hateful, racist, obscene, hurtful or contain inappropriate material.
- post information about themselves or another member of the school community that could be used to identify them (such as passwords, phone numbers and addresses) without carefully considering the possible unwanted consequences and, if in doubt, without first talking to a teacher.

- upload any images of themselves or another member of the school community where they are partaking in illegal activities.
- upload any images of Catholic Education Office students engaged in School activities without consent from a teacher and from all individuals in the photograph.
- upload any images of themselves or other students in uniform or otherwise identified with the school unless written permission has been received from the Principal.

### Related Policies

Copyright Media

Usage

Offshore Data Hosting

Privacy

Web Publishing

### References

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Citizenship in the Digital Age – sample lesson plans

<http://schools.nyc.gov/NR/rdonlyres/3CA0188D-66A2-490C-9E90-1EFCADA92F8C/0/Citizenshipinthedigitalage.pdf>

Cybersafety Information and Advice

<http://www.cybersmart.gov.au>

Google Apps for Education

<https://www.google.com/enterprise/apps/education/benefits.html>

### Forms

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Attachment A: Acceptable Use Agreement

Attachment B: Personal Device Use Agreement

Attachment C: Workplace Surveillance Notices

### POLICY RESPONSIBILITY

The person responsible for the implementation of this *Policy* is the school Principal.

### POLICY REVIEW

The *Policy* shall be reviewed and updated every three years, to be updated or in the event of any information or incident that would demonstrate the need for a review, or resulting from any legislative or organisational change that would warrant a review.

POLICY DATES			
<i>Formulated</i>	September 2015	<i>Adopted</i>	OCTOBER 2015
<i>Implemented</i>	OCTOBER 2015	<i>Reviewed</i>	
<i>Next Review Due</i>	December 2018		
POLICY AUTHORISATION			
<i>Principal</i>	Marylou Gorham	<i>Signature</i>	



Attachment A

**Archdiocese of Canberra and Goulburn  
Catholic Education Office  
Example of Student Acceptable Use Agreement**

To have access to Information and Communication Technologies at \_\_\_\_\_  
(school name) you need to follow these agreed practices.

**Student Agreement**

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat the school's ICT equipment with care and use it responsibly for educational purposes.
- Use the computers and Internet as instructed by my teacher(s).
- If I find inappropriate material, turn off the monitor and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Be aware that it may not be possible to delete items stored on social media sites.

I will not:

- Give out any personal information that could be used to identify me, my family or friends, such as my surname, address, phone number or photo of myself, my parents or any other person while using the Internet.
- Pretend to be another person when communicating on the Internet.
- Break copyright law by copying and/or using another person's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information with or about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Use the school's network for commercial purposes.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Post any images, videos or comments about any member of my school community that might indicate I am representing the school or that might give my school a bad name or offend any member of the school community.
- Upload any images of other members of the school community without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Student's signature (Year 3 and above) \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

### Breaking the Student Agreement

If a student breaks the Student Agreement a number of steps can be taken:

- Withdrawal of individual log-on to an intranet and/or the Internet for a period of time as deemed appropriate.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the Learning Technologies Specialist/ICT Coordinator or School Executive as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy.

### Parent Acknowledgement

I give permission for my son/daughter \_\_\_\_\_(name) in \_\_\_\_\_(class) to use the Internet and other ICT facilities and I:

- have read the accompanying Acceptable Use Policy and the Student Agreement.
- agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the Policy.
- agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate.
- have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- consent to my child's use of the School's student email system and other Google Apps on the understanding that the system is provided through Google Apps for Education and that consequently students' emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. Information about the security and privacy features of Google Apps for Education may be found at <https://www.google.com/enterprise/apps/education/benefits.html>

Parent/Guardian's signature: \_\_\_\_\_

Name (print) : \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to school as soon as possible.**

**Your child will be unable to use the school's network or the Internet until this form is returned.**

**Thank you**

Attachment B

**Archdiocese of Canberra and Goulburn  
Catholic Education Office  
Example of Personal Electronic Device Acceptable Use Agreement**

To have access to the computer network at \_\_\_\_\_ (school name) with a personal electronic device of your own, such as a laptop, tablet, smart phone or wifi-enabled storage device, you need to follow these agreed practices, in addition to having agreed to the conditions in the Acceptable Use Agreement for use of your school's computer facilities and external networks. You should not bring any of these devices to school without the Principal's approval.

**Student Agreement**

I will:

- Only use personal electronic devices that have been approved by my school for use on the school's network.
- Follow all the conditions I have agreed to in the Acceptable Use Agreement for use of my school's computer facilities and external networks when using an approved personal electronic device.
- Only access the Internet at school through the school's wireless network.
- Follow all instructions given by a teacher about my personal electronic device, including turning off the device or handing over the device to the teacher on request, and only using approved applications on the device.
- Be responsible for maintaining my personal electronic device, including keeping the battery charged, and purchasing and upgrading software

I will not

- Whilst at school lend my device to others and I will ensure that it is stored securely when not in use.
- Whilst at school use my device to take photographs or record video or sound without the permission of a teacher and all the people being photographed or recorded.

Student's signature \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

## Breaking the Personal Device Acceptable Use Agreement

In addition to the consequences described in the Acceptable Use Agreement for use of school computer facilities and external networks, students may be banned from taking their personal electronic device to school and/or using it on the school computer network.

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### Parent Acknowledgement

I give permission for my son/daughter \_\_\_\_\_(name) in \_\_\_\_\_(class) to use a personal \_\_\_\_\_(device type) at school and on the school's computer network and I:

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- have signed the accompanying Acceptable Use Agreement for use of the school's computing facilities and external networks.
- agree that, whilst all normal care will be taken, the school is in no way responsible for replacement of the device due to theft, repairs due to breakage or any other sort of maintenance of the device.
- recognise that, whilst every reasonable attempt will be made to enable the device to access the school's computer network, there is no guarantee that this will be possible. The school is limited to devices that are supported by the CEO on its networks.
- acknowledge that my child's use of the device at school will at all times be subject to the directions of teachers and that failure to follow those directions may lead to the consequences described above.

Parent/Guardian's signature: \_\_\_\_\_

Name (print) : \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to school as soon as possible.**

**Your child will be unable to use the personal device at school until this form is returned.**

**Thank you**

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## Attachment C

### **WORKPLACE SURVEILLANCE NOTICE (NSW)**

All messages on the CEO's system will be treated as business or education related messages which may be monitored. Accordingly you should not expect that any information or document transmitted or stored on the CEO's computer facilities and external networks will be private.

From time to time the content and usage of email may be examined by the CEO or the School Principal or a third party on the CEO's behalf. This will include electronic communications which are sent to you or by you, both internally and externally.

You should also be aware that the CEO is able to monitor your use of the internet, both during working hours and outside of those hours. This includes the internet sites and content that you access and the length of time you spend using the internet.

CEO monitoring of its computer facilities and external networks is ongoing and is consistent with the *Workplace Surveillance Act 2005* (NSW).

### **WORKPLACE SURVEILLANCE NOTICE (ACT)**

All messages on the CEO's system will be treated as business or education related messages which may be monitored. Accordingly you should not expect that any information or document transmitted or stored on the CEO's Computer Facilities and External Networks will be private.

From time to time the content and usage of email may be examined by the Principal or the CEO or by a third party on the CEO's behalf. This will include electronic communications which are sent to you or by you, both internally and externally.

You should also be aware that the CEO is able to monitor your use of the internet, both during working hours and outside of those hours. This includes the internet sites and content that you access and the length of time you spend using the internet.

CEO monitoring of its Computer Facilities and External Networks is ongoing and is consistent with the *Workplace Privacy Act 2011* (ACT).



# Trinity Catholic School Murrumburrah

## iPad Program User Agreement for Years 5 & 6

*During classroom activities students will have access to their own iPad and the opportunity to use a range of the school's technology facilities. They will also have access to the internet.*

**The use of my iPad, technologies and the internet at Trinity is a privilege and I have responsibilities and rules to follow in order to enjoy these learning opportunities provided for me.**

### **iPads are for Learning:**

**In using my iPad as a learning tool at Trinity, I agree and understand that,**

I must follow the teacher's direction and the school's instruction in all matters concerning the iPads. iPads are a learning tool in the **classroom** and are to be used only in the manner as **directed by the teacher.**

**No internet games or app games** are to be played at all during the school day. This includes wet weather days.

The use of the internet at school is for learning purposes only.

The school email is for learning purposes only, not for student socialising.

I use the technology at school for learning, use the iPads properly and not interfere with the work, data or iPad of another student.

To only use websites as directed by my teacher

### **Cyber Safety:**

**I agree and understand that**

I keep myself and my friends safe by not giving out personal details including full names telephone numbers, addresses and images and protecting my password.

I never use my or another student's email address to sign up for anything on the internet.

I must be respectful in how I talk to and work with others online and never write or participate in online bullying

I must not bring or download unauthorised or inappropriately rated programs for this age group, including games, images and music to the school or run them at school on my iPad or on a school computer.

The content on the web is someone's property and I will acknowledge the use of websites in research. I should not copy and paste information but rather check the reliability of the web source and use the information to help me answer any questions.

I will talk to my teacher or another adult if:

- I need help online
- I am not sure what I should be doing on the internet
- I come across sites which are not suitable for our school
- someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
- I feel that the welfare of other students at the school is being threatened by online activities
- The guidelines in our social media policy are not being followed.

## Social Media:

**I agree and understand that:**

All guidelines in our SOCIAL MEDIA POLICY must be followed.

CHAT rooms and social media apps such as Facebook, KIK, Instagram etc. are NOT PERMITTED at any time, nor are they to be present on iPads in any form.

The School email address is not to be used on ANY device as a contact or sign-up for any social media or games.

## PHOTOS or VIDEOS from School:

**I agree and understand that:**

At NO TIME IS ANY PERSON IN OUR SCHOOL COMMUNITY TO BE PHOTOGRAPHED OR VIDEOED WITHOUT THEIR KNOWLEDGE AND PERMISSION.

- Photos and videos are not to be uploaded to any other computer.
- Photos and videos are not to be published in any public media arena
- Photos and videos are not to be sent to any other person without the permission of the teacher and the person.
- Photos and videos are not to be placed on any internet service such as YouTube or social media.
- Photos and videos are not to be distorted and/or distributed by any means.
- Photos and videos must be respectful. The photos I take or video I capture must never be used as a tool for bullying.

I must abide by the guidelines and conditions in the 1 to1 iPad program implementation handbook. I understand that if I breach any of these guidelines, the consequence may be removal of my iPad IMMEDIATELY for a suitable period of time and the Principal will be notified.

When iPads are removed, they will be sent to the Principal for safe-keeping and contact with Parents will be made by phone or note on that day.

**I understand and agree to follow these rules. I understand that I may not be able to access the internet at school, or have access to my iPad or the school's technologies if I do not act responsibly.**

**To be completed by Parent/Guardian of children in Grade 5 and 6**

**Parent Permission**

(This document should be read and discussed prior to signing)

I agree to allow my child to use the internet at school. I have discussed the responsible use of the internet and iPad with him/her as outlined above. I understand that if there is a breach of iPad guidelines, that the iPad will be removed for a period of time and remain at school.

I will contact the school if there is anything here that I do not understand or if anything concerns me.

Date: ..... Student Name: ..... Grade: .....

Parent/Guardian Signature: ..... Student Signature.....



# *Trinity Catholic Primary School Murrumburrah*



## **“Into The Future!!” Individual iPad Learning Program**



# Social Media Policy

- **All social media websites**, such as Facebook, Instagram, KIK, ask.fm and others have binding terms of usage.
- These terms affect your legal rights and obligations. If you do not agree to be bound by these terms, the service should not be used or accessed.
- Social media sites, require that the user be over 13 years of age and /or indicate that all content is applicable to over 13 year olds.

As a school and internet system provider, and in consideration of student welfare, we cannot allow, on student iPads, these or any other social media sites.

**iPads cannot be used to access these sites and the school email address cannot be used as the email for a social media account.**

**We therefore require all students with iPads to adhere to the following policy regarding social media.**

**All Students:**

- iPads should not be used to access social media sites.
- **Remove from any social media account, their school email address.**
- Should not use their school email for any social media purposes **or to send** any social media content. School email is for learning purposes only and may be monitored and checked regularly.

**PARENTS: A Reminder...** to please **check and monitor your child's internet usage regularly.** In the same way that we supervise and check where they go and what they read, we have a responsibility to our own children and for the safety of all children that they associate with, to **monitor closely** and see, what is being written and posted.

Your child's internet use requires your **active supervision**, as they grow in understanding and awareness of the many dangers of misuse and the richness of

learning they can access. **At this age, they require active supervision and monitoring and should always be using their device in your view. This includes their use of email.**

# Managing your iPad: School Responsibilities

## e-security

- At the parent's information evening e- security and e- safety using iPads will be outlined.
- All parents will be required to agree in writing to the school's e-smart policies and internet agreements. (These documents are included in this package of materials)
- No media (Photos, movies or games etc.) held on the iPad is to contain explicit language or inappropriate themes and **iPads will be randomly checked** to ensure compliance with this.

## Internet

- Use of the internet is governed by the Catholic Education 'Technology & Internet Use' policy and contract that students and parents agree to for use of ICT within the school and by the Trinity Primary School Murrumburrah, iPad Program Use Agreement for Years 5 and 6.
- Appropriate use of the internet within the school network is closely monitored by a filtering system that allows for inappropriate content to be blocked.
- Remote desktop searches allow for the monitoring of web browser histories to ensure inappropriate use of the internet is detected. **Random checks will occur.**
- Any inappropriate use of the internet is **unacceptable** and is subject to disciplinary action, which may include exclusion from the program.
- Resources and information for parents is available at:
  - <http://www.cybersmart.gov.au>
  - [www.amf.org.au/eSmart](http://www.amf.org.au/eSmart)
  - [www.netalert.gov.au](http://www.netalert.gov.au)

## Security

- At recess and lunchtimes all classrooms will be locked.
- Care should be taken at all times carrying iPads.

## Insurance

- Insurance is the responsibility of the owner.

## Technical support

- The school employs IT technicians to support the 1 to 1 iPad program at school.
- Students will seek technical support through their classroom teacher and the I.T. technicians.
- All warranty issues are to be addressed through individual suppliers.

# Managing your iPad: family responsibilities

It is important that there is joint responsibility between the student, parents and the school in the iPad program.

## **iTunes accounts**

- Students will have an apple I.D. and password in order to download school purchased apps. **ALL** school required apps will be available and **ONLY** downloaded through our school managed 'Apps at School' account. Students will not be asked to download any other apps outside of this account.
- It is recommended that students back up their iPad through iTunes/iCloud regularly to avoid the loss of content.

## **apps**

- All iPads must contain the school required apps. (see later section)

Space must remain available for school use.

- Personal / family apps must allow enough space for school requirements.
- Any software added at home must be licensed and age appropriate.
- If the iPad needs to be synced or updated the school takes no responsibility for lost files or software. These will need to be restored at home.
- Pirated software or media will be seen as a breach of the agreement with the school and the device may be reimaged as a result.

## **Care & maintenance**

- The student must maintain and care for the iPad (see later section)
- The iPad must come to school each day in full working order:
  - Fully charged - students will not have access to charging facilities at school
  - Cover on
  - School required apps installed
  - System software – correct version – installed
- It is the responsibility of parents to attend to damaged iPads through Apple or local technician.

## **Personalisation**

- Guidelines for the personalisation of the iPad will be provided by the classroom teacher in the beginning of the year regarding organisation of school and personal apps.

## **Internet**

- At home families may decide to provide Wi-Fi internet connection. This is a family responsibility.

# Caring for your iPad

<http://www.tcgeeks.com/how-to-care-for-your-ipad-a-guide-for-everyone>

## Caring for The iPad Screen

- The screen is made out of glass but it has a special **oleophobic coating** in order to protect it from fingerprints. Officially, it means that it's oil resistant. It is important to take good care of the screen to get the most out of the coating.

Here are some ways to protect your iPad screen.

- Don't drop it on hard surfaces. It is glass and it can break.
- Clean the screen with a soft, slightly damp, lint-free cloth.
- Do not clean it with window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol.
- You can also use a **screen protector**. These are not for everyone but they do work for the care of the iPad screen

## Caring for Your Batteries

- Part of caring for your iPad means caring for the batteries. The batteries in your iPad are lithium polymer (rechargeable) and they will eventually wear out. It will take a long time before that happens, but there are some things you can do to care for your batteries and get the most out of them.
- Make sure you keep up on the latest iPad updates. This sounds odd but Apple will sometimes make adjustments to software which helps with drain on resources and battery life.
- Go through one charge cycle per month. To do this all you have to do is charge the iPad to 100% and then run it completely out.

## Caring for Your iPad: Environmental

There are also a few environmental ways to care for your iPad. Some of these are obvious while a few are not so obvious.

- Keep the iPad out of heat for an extended length of time
- Keep the iPad out of cold for an extended period of time
- Keep it out of water or extremely humid locations
- Do not dry it with an external heat source, hair dryer.
- It should also go without saying that part of caring for your iPad is to make sure you do not insert anything into the port connections other than the intended peripherals. Jamming things into the port connectors could render it unusable (and void the warranty).

## External Protection

- Protecting the outside of the iPad is part of caring for your device. A good cover/ case in order to keep it safe while travelling or just for everyday use.

# iPads in the Home: *What You Should Know!*

We all know that children and adults are exposed to so much media and information these days. In fact, a person living in 2016 is exposed to more information in one day than the average 19<sup>th</sup>-century worker would process in his or her lifetime! Technology can cause strife in the home, so here are some ideas for managing it for a more harmonious household.

## 1. Own the Device.

When you give your child technology, it is not theirs. Refer to it as belonging to the parent.

This way, if there is an issue and you must take the device, it is not a personal attack – a privilege is being withdrawn.

## 2. Bedtime Ban

When the family goes to sleep, so does the technology. Do not allow kids to take iPads into their bedrooms, it deprives them of sleep and can often lead to behaviours that it would not be wise to expose them to. Take the advice yourself and leave your phone on the kitchen bench at night!

## 3. Charging Station.

Have a place in the house that all the technology is charged, and make this a public traffic area e.g. the living room. All phones, iPads etc. “sleep” here when not being used during the daylight hours. This way you can see where everything is and ensure the bedtime ‘curfew’ as well.

## 4. Check Regularly.

**Check the contents of iPads and other technology that your family uses and negotiate how this is done.** As children grow, they may sometimes see this as an issue of privacy, however we must **remember it is for their safety and protection**, and the protection of other children they communicate with. We check that they are safe at cricket practice, we check that they are safe at school so we also check that they are safe online.

**To know exactly what your children are doing on line, is to be responsible in their health and welfare.** Remember also that their iPads are checked at school, so they are used to this. Make it a chance to reward your children for using technology responsibly.

## 5. Educate

When news items come up about irresponsible use of technology, talk about it as a family.

Stress that anything that goes online or to other people can be passed on or stay there forever. Encourage your children to have a positive presence online.

## 6. Have Fun

There is a whole world of possibilities with an iPad but remember to balance hours using electronics with outside, sport, talking face to face, board games and other family fun!