

ICT Acceptable Use Policy



St. Mel's Educational Community is committed to student use of technology as a tool to expand learning opportunities and enrich current educational practices. The use of technology facilitates global collaboration. Students at St Mel's utilise iPads on a wireless network. iPads and other school devices are strictly for educational use consistent with the educational goals of St. Mel's Educational Community.

Along with the opportunity this provides some responsibility. This Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of iPads as well as other devices at the school. The underlying premise of this policy is that all members of St Mel's community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behaviour. We expect our students to exercise good judgement and to utilise technology with integrity.

All students enrolled, and any child visiting St Mel's, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

iPad use at school

- At school students will only use their device for educational purposes

Passwords

- Each student has their own login and password for their Google Account and it is *their responsibility* to keep it safe and secure. If a password needs to be reset, it is their responsibility to notify their teacher and the school administrator will reset the password.
- At no stage is any student allowed to use another *individual's login and password*.

E-mail

- We only use *email* in class if told to by a class teacher, or if we need to send an email as part of an inquiry.
- E-mail services provided by the school are to be used only for educational purposes unless the class teacher grants specific permission. The school's gmail program is to be used for student mail only.

Chatting

- *Instant messaging* through chat rooms is only permitted during an assigned, in-class activity that is supervised by your class teacher.

Audio and Video

- Audio and video (including music) on iPads is to be *turned off* unless it is specifically required for the activity being conducted.
- When sound is needed, personal *earbuds* are provided by the school or students may bring in their own.
- Always get *permission* before you video or record other students or adults. No recording from St Mel's school is to be uploaded to Youtube or any other streaming website unless done through the teacher.

iPad Care and Handling

- Students must not *lend* their iPads to other students.
- Students must not *borrow* an iPad from another student.
- iPads must be carried and transported appropriately in their *approved cases* at all times.
- *No food or drinks* should be in the vicinity of the iPads.
- iPads should be handled safely, responsibly and respectfully as discussed in class.
- iPads and iPad cases are not to be *defaced* in any way.
- The Identification sticker on your iPad must *not be removed*.

Network Access

- The iPads will be configured to gain access to the school network only.

File Sharing

- While we often work collaboratively together on our iPads, students *must not copy or share work* that is meant only for them.

Deleting Applications

- Students are not permitted to *delete* any folders, files or applications that they have not created or do not recognize. Deletion of certain files may interfere with the ability of the iPad to operate.
- Students are not to *delete internet history*. Deleting this information will result in loss of internet privileges.

Downloading and Loading of Software

- All installed software must be a legally licensed copy. All software currently installed on each iPad is legally licensed.
- Students do not have the ability to install *any* applications on the iPad
- Inappropriate or copyrighted media may not be used as a *screensaver* or as a background.
- Students must adhere to the *laws concerning copyright*, other intellectual property rights and licensing agreements.

Internet Use

- The Internet is a rich and valuable source of information for education. *Inappropriate materials* are available on the Internet and are strictly prohibited. These materials include items of a sexual nature, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display or store this type of material.
- Students are required to give proper *credit* to all Internet sources used in school assignments, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- If a student accidentally accesses a website that contains obscene, or otherwise offensive material, he/she is to notify a teacher as quickly as possible so that such sites can be *blocked* from further access. **This is not merely a request; it is a responsibility.**

Privacy, Use, and Safety

- Students are not permitted to give any *personal information* regarding themselves or others through e-mail or the Internet without a teacher's permission. This includes information such as name, age, phone number, address (including e-mail address), passwords, etc. Handing out such information is considered unsafe.
- Students must not *share their private passwords or usernames* for network and iPad access. This is important in order to protect the privacy of each student.
- iPads that are provided by the school continue to be the *property* of the school. Therefore the school has the right to view all content at any time.
- The school administration has the ability to access all internet files and accounts of students. The school will *regularly access and monitor* iPad activities that take place on school-owned iPads including logging website access, newsgroup access, bandwidth and network use. The school will use this ability to investigate any misuse that is suspected.
- Students are not to *screen share* with any other iPad on the school network.
- Any additional ICT device (such as a camera or iPod) used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove the contents from the device.
- Email is not to be used to *verbally abuse* any other person or *send inappropriate pictures or messages* about others. This is known as *Cyberbullying* and the consequences could include loss of iPad and internet privileges, parent meetings, and depending on the seriousness of the act, even referral to the police.
- *Chain letters and spam* of any kind are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing *anyone else's e-mail account*.
- School e-mail addresses are not to be given to **ANY** websites, companies, or other third parties without the explicit permission of your classroom teacher.
- Only school related *attachments* are to be sent on the school e-mail system.
- *E-mail etiquette* will be consistently observed by teachers at school. Parents are strongly encouraged to observe their child's e-mail etiquette at home, especially when students are accessing their school e-mail on home computers or devices.

Damage to the iPad

There are two types of damage as defined by the school.

- Accidental damage
- Non accidental damage

Accidental damage is:

- Where an iPad is damaged and the student has met all the requirements and guidelines discussed in this document (refer to **iPad Care and Handling**).

The responsibility for covering the cost of a lost or damaged iPad due to accidental reasons will be 50% covered by parents and 50% covered by the school.

If an accidental breakage does occur for the second time, and any time after, the parents will be responsible for the full cost of the iPad.

Non-accidental damage or loss may include:

- Damage as a result of not carrying the iPad in the correct manner
- Damage as a result of leaving the iPad unattended in an unsafe place
- Scratching the casing and or bruising/cracking the screen as a result of misuse
- Loss of the charger

In the case of incorrect use causing damage, parents will be responsible for the full cost of repairs or replacement. Parents will be liable for the full cost of the iPad if it is lost.

Consequences

- The school reserves the right to *enforce* appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on an iPad, the loss of the use of the iPads for an amount of time determined by the school and possible disciplinary action.
- In the case of repeated iPad abuse and/or damages, the school has the right to revoke the use of the school's iPad.
- Students are to report any known violations of this Acceptable Use Policy to their teacher. Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.
- It is not the responsibility of St. Mel's but rather the responsibility of students for the activities conducted or materials stored on the school's iPads and network.

By clicking 'Yes' you have therefore agreed to the terms of the ICT Acceptable Use Policy.

I have read the ICT Acceptable Use Policy and acknowledge and fully support the conditions presented in the policy.

I give my permission for my child to use the Digital Technologies provided by St Mel's Educational Community.

I am fully aware that any breach of these conditions will result in disciplinary action and including the possible loss of iPad use.