

2018 St Luke's Catholic Primary School

iPad Code of Conduct and Agreement Policy



The following is *St Luke's iPad Code of Conduct and Agreement Policy* that relates specifically to the school's BYOD 1:1 iPad Program.

The document's purpose is to ensure that students are aware of their responsibilities when using an iPad device.

iPad User Responsibility

All students are responsible for their iPad and are expected to:

1. Remove the SIM card and retain at home, (to avoid security breaches), if the iPad is a 3G model.
2. Have their devices fully charged; and chargers and cables are to be left at home.
3. Ensure that their iPad is password/code locked.
4. Ensure content that is on the iPad is suitable, age appropriate and legal.
5. Maintain the Catholic Ethos of St Luke's Catholic Primary School if choosing to install backgrounds or wallpapers.
6. Have the volume of devices muted at the beginning of each lesson.
7. Regularly update, maintain storage and name labels,
8. Each day clean the screen on their device.
9. Report any damage immediately to their teacher or parent.
10. Use their device for their sole usage and purpose, hence, not loan their device to another student without permission by the teacher.
11. Transport and store their iPad in a safe and secure manner at all times when not in use, ensuring it is permanently in a sturdy and robust cover (to be provided by school).
12. Never leave their iPad unattended when in use.
13. iPads and covers must remain free of any writing, drawing, stickers or labels except for name tags.

Acceptable Use

Students are expected to use the iPad and internet access offered by the school in a responsible and ethical manner; and are to follow St Luke's Catholic Primary School's ICT Student Use Agreement.

Acceptable use shall include, but is not limited to:

1. Following teachers' instructions.
2. Accessing only the information the teacher has agreed to.
3. Downloading only the applications the teacher has requested.
4. Seeking the teacher's permission before sending any form of electronic messaging.
5. Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teacher's or St Luke's Administrator's permission.
6. Using polite and courteous language when emailing.
7. Informing the teacher or others when using the camera and audio recording functions.
8. Correctly acknowledging the work of others according to copyright laws.
9. Respecting the privacy of others including other students and staff members.
10. Informing the teacher if you have accidentally accessed inappropriate material.
11. Handling all ICT equipment with care.

Unacceptable Use

1. Identity theft will not be tolerated
2. Using ICT without permission or without supervision by a teacher.
3. Visiting any site that has not been approved by the teacher.
4. Using the Internet to access offensive or inappropriate information.
 - a. Interfering with emails or files belonging to others.
5. Downloading anything without the teacher's permission.
6. Bullying, frightening, annoying or upsetting a person using the iPad is strictly prohibited.
7. Accessing Social Media Platforms that are not regulated for classroom use by the teacher.

Loss or Damage

In the event of loss or damage, students must immediately report the incident to their teacher and parent. The classroom teacher will then fill out an iPad Incident Report form with input by the student/s involved.

Parent/Guardian of the student will be notified and required to repair/replace the damaged or lost iPad **promptly** in order for your child to fully participate in the learning activities ensuring minimal disruption to your child's learning.

Parent / Student Agreement

The use of iPad while at school is a privilege and not a right. I understand that if I am in breach of the **St Luke's iPad Code of Conduct and Agreement Policy**, I may lose my iPad and technology resources privilege.

It is my responsibility to report and where appropriate, remind my child of the commitment made to the school when signing this iPad Code of Conduct and Agreement.

I, _____
have read and discussed this agreement with my
parent(s); and accept the terms by which I shall use
my iPad at St Luke's Catholic Primary School.
My Passcode lock is: _____

Year Level (2018)

Student Name

Signature

Date:

As the parent/carer of _____ ,

I give permission for my child to have access to
an iPad while at St. Luke's CPS. I have read and
discussed the terms of the agreement with my
child; and will support St Luke's CPS in the
implementation of this Code of Conduct and
Agreement.
I agree to safeguard passwords and ensure that
my child's iPad is adequately insured against
theft, loss and accidental/deliberate damage.
I give permission for the class teacher or ICT
coordinator to enrol my my child's iPad into the
St Luke's Mobile Device Management Program in
order to manage my child's device whilst at
school.

Parent Name

Parent Signature

Date:

Please review this iPad Code of Conduct & Agreement Policy carefully and discuss it with your child. Your signature and your child's signature on this document indicates that **together** you have read and understand the policies stated in this document. Please return this signed document to your child's classroom teacher.