

2017 St Vincent's iPad Code of Conduct and Agreement Policy



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

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

Core Values

*In accordance with the teachings of the Catholic Church,
the practice of communication must be totally honest
and reflect the highest standard
of accountability and sensitivity to human rights and relationships.*

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 Vincent's 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.
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 Vincent's School's **Policy on iPad Code of Conduct and 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 Vincent'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 Vincent’s 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 Vincent’s School.

My Passcode lock is: _____

 Year Level (2017)

 Student Name

 Signature

 Date:

As the parent/carer of _____ ,
 I give permission for my child to have access to an iPad
 while at St. Vincent’s. I have read and discussed the
 terms of the agreement with my child; and will support
 the St Vincent’s School 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 use the restriction passcode to
 enable my child to fully partake in the task on the
 iPad.

Restriction Passcode: _____

 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.