



2020 St Francis of Assisi Catholic Primary School

ICT Acceptable Use and Code of Conduct

The following is the St Francis of Assisi Catholic Primary School (SFOA) ICT Acceptable Use and Code of Conduct Agreement that relates specifically to the St Francis of Assisi Catholic Primary School iPad Program. It supports our school value of fostering 21st Century Learners. As a school, we endeavor to utilise (where possible and practicable) technology to enhance education and prepare our students for the future.

The document's purpose is to ensure that students are aware of their responsibilities when using their school iPad at school or home.

iPad User Responsibility

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

1. Have their devices fully charged each day; chargers and cables are to be left at home.
2. 'Digital Technology Rules' will be saved as the lock screen on every student iPad used within the school. This is not to be removed. There will be a statement "swipe left to agree" indicating your agreement to these rules.
3. You will save a picture of your face as the home screen.
4. Ensure content that is on the iPad is suitable, age appropriate and legal.
5. Have the volume of devices muted at the beginning of each lesson.
6. Each day clean the screen on their device.
7. Report any damage immediately to their teacher or parent.
8. Use their device for their sole usage and purpose, hence, not loan their device to another student without permission by the teacher.
9. 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.
10. Never leave their iPad unattended when in use. Never leave the iPad on the floor.
11. 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 follow the St Francis of Assisi Catholic Primary School ICT Acceptable Use and Code of Conduct Agreement.

Acceptable use shall include, but is not limited to:

1. Following teacher's instructions.
2. Unlocking the device as soon as a teacher or parent asks.
3. Notifying teacher of the password/code every time it is changed.
4. Accessing only the information the teacher has agreed to.
5. Only accessing the applications the teacher has requested.
6. Seeking the teacher's permission before sending any form of electronic messaging, if applicable.
7. Audio or video taken at school cannot be transmitted, broadcast or transferred without the teacher's or SFOA administrators' permission.
8. Using polite and courteous language if an opportunity arises to communicate via the device.
9. Informing the teacher or others when using the camera and audio recording functions. This includes asking permission before taking photos or video.
10. Correctly acknowledging the work of others according to copyright laws.
<http://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright>.
11. Respecting the privacy of others including other students and staff members. Informing the teacher if you have accidentally accessed inappropriate material.
12. Handling all SFOA 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. Not unlocking the device as soon as asked by a teacher or parent.
4. Visiting any site that has not been approved by the teacher.
5. Using the Internet to access offensive or inappropriate information.
6. Interfering with any digital content belonging to others.
7. Downloading anything without the teacher's permission.
8. Bullying, frightening, annoying or upsetting a person using the iPad is strictly prohibited.

Loss or Damage

In the event of loss or damage, students must immediately report the incident to their teacher and parent. The teacher, in discussion with the child and parent, will investigate the incident and if the damage occurred as a result of a lack of responsibility by the student, the parent will be informed and invoiced the appropriate fee.



Parent / Student Agreement 2020

STUDENT

The use of an iPad while at school is a privilege and not a right. I understand that if I am in breach of the St Francis of Assisi Catholic Primary School Code of Conduct and Agreement Policy, I may lose my iPad and technology resources privilege.

I, _____ have read and discussed this agreement with my parent(s); and accept the terms by which I shall use my iPad at St Francis of Assisi Catholic Primary School.

PARENT/CARER

As the parent/carer of _____, I give permission for my child to have access to an iPad while at St Francis of Assisi Catholic Primary School. I have read and discussed the terms of the agreement with my child; and will support the school and staff in the implementation of this Acceptable Use and Code of Conduct Agreement.

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.

DAMAGE

I understand damage incurred to the iPad as a result of carelessness or a lack of responsibility for the iPad will incur a fee to support the repair and return of the iPad to my child.

Schedule of Damages / Fees

DAMAGE	PARENT FEE
Headphone jack broken (stuck)	\$30
Cracked screen	\$100
Water damaged (drink bottle leak)	\$150
Lost	\$250



IPAD PARENT/STUDENT AGREEMENT

By signing this agreement, I agree to the above Code of Conduct and responsibility to care for my St Francis of Assisi Catholic Primary School iPad.

STUDENT

Name: _____

Signature: _____

PARENT / CARER

Name: _____

Signature: _____

Name: _____

Signature: _____