Introduction:
St Brigid’s Catholic School provides children with the opportunity to access school desk top computers, lap top computers, ipads and digital cameras. Online capabilities are provided through a school network which has wireless access across the site.

Allowing students to bring their own iPad device (Bring your own device: BYOD) to school provides an opportunity to enhance each student’s overall learning experience. Utilizing the ipads at St. Brigid’s Catholic School gives students the access to learn anywhere, anyhow, anytime - both in classrooms and at home. This personalized learning environment promotes responsible use of today’s ever changing technologies. The school also adopts a proactive commitment to Cybersafety and reinforces the principles associated with being a responsible digital user.

All iPads remain the property of the family. All applications (apps), files and documents stored on the iPad are the property of the family; however, they must be appropriate to a primary school environment as determined by the school’s ICT Committee. St. Brigid’s Catholic School reserves the right to inspect a student’s iPad to ensure compliance with the Acceptable Use Policy, in collaboration with families. Students in violation of the Acceptable Use Policy will be subject to disciplinary action. In the event of disciplinary action, completion of all class work remains the responsibility of the student.

Students can only use their iPads under the direction of staff within a learning environment. Students are not to use their iPads independently until they leave our school grounds. This means they are not to be used on school grounds before and/or after school or during recess/lunch breaks. This expectation also applies to mobile phones/ipods.

Student Responsibilities:
Caring For The iPad

- Students are required to purchase protective covers/ screen protector/cases for their iPads. All components must be labeled.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Water is a deadly enemy of most electronic devices, iPads are no different, keep the iPad away from drink bottles in bags and discourage eating or drinking around the iPad for best care. Also be aware that steam is not friendly to iPads either.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad’s screen.
- iPads will need to be engraved/black light pen with the student’s name clearly visible.
- Each iPad will need to have the registration number recorded and aligned with a designated user
- To extend battery life, students should always turn off and secure their iPad after work is completed.
- It is recommended that the iPad is not subjected to extreme heat or cold (Do not store in vehicles or leave in direct sunlight).
Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged this must be reported to either Leadership or ICT staff. A member of the Leadership Team will contact families if one of the scenarios arises.

- Families must ensure that their iPad device is covered under their Home and Contents Insurance or other appropriate insurance scheme.

Safeguarding and Maintaining as an Academic Tool

- The iPad is required to be at school every day, fully charged. Charging at school is prohibited unless arrangements have been made with the ICT Manager for students travelling on buses to/from school.

- If an iPad is left at home or is not charged, the student remains responsible for completing all class work as if they had the use of their iPad.

- Syncing the iPad to iTunes should be done regularly. Doing so will safeguard all files, documents, and apps and allow the iPad to backup.

- Items deleted from the iPad cannot be ‘undeleted’, so backing up your work is very important. Work completed on the iPad should be e-mailed to your St. Brigid’s Catholic School e-mail account.

- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps may need to be removed at the student’s expense.

- Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students. Games are only permitted to be played at school under the direct supervision of a staff member. It is expected that educational APPS will be stored on the Home Page of the iPad. Games/personal apps will be stored in folders on secondary pages of the iPad.

- The audio volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.

- The whereabouts of the iPad should be known at all times. It is the student’s responsibility to keep their iPad safe and secure.

- If an iPad is found unattended, it should be given to the nearest staff member who will ensure the ICT Manager is able to use the registration number to return the device to the designated user.

The iPad is subject to routine monitoring by teachers, administrators, and the technology staff. St. Brigid’s Catholic School will periodically monitor iPad wireless activity. If the Acceptable Use Policy is violated, internet access will be revoked for three weeks according to the Internet/Intranet Acceptable Usage Policy. A second violation will incur a six week ban.
Prohibited Uses Include:

- **Accessing Inappropriate Materials** – All material on the iPad must be appropriate to a primary school environment and must abide by the same prohibited uses as the use of lab computers and laptops. Students are not permitted to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

- **Illegal Activities** – Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.

- **iPads** belonging to other students are not to be touched/tampered with in any manner.

- **Violating Copyrights** – Students are allowed to have music and install apps on their iPad’s, however, the items downloaded and synced to the iPad must be in compliance with Federal copyright laws.

- **Cameras** – Students must use good judgment and follow the St. Brigid’s Catholic School rules of conduct when using the camera. Permission should always be granted prior to taking photographs/video of another person. It is expected that photographs/video will be utilized for educational purposes only. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Damage to the integrity of St Brigid’s Catholic School or the character of a staff member/student/family member may result in legal action. Any use of cameras in Restrooms/Dressing Rooms, regardless of intent, will be treated as a serious violation.

- **Use of the camera and microphone** are strictly prohibited in the classroom and learning spaces unless permission is granted by a teacher.

- **Misuse of Passwords/Unauthorized Access** – Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to other students’ accounts, files or data will be subject to disciplinary action.

- **Malicious Use/Vandalism** – Any attempt to destroy hardware, software or data will result in disciplinary action.

- **Bullying/Harassment** – Using technology to harass or bully another person is illegal and will be dealt with accordingly. This includes emails, social networking sites such as Facebook, Instagram, KiK etc which make another person feel uncomfortable/unsafe through threatening or derogatory comments/photographs/images. Potentially any bullying via technology may lead to the involvement of SAPOL.

- **Jailbreaking** – Is the process which removes any limitations placed on the iPad by Apple ©. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.
St Brigid’s Catholic School

Information & Communications Technology
User Agreement 2015

Student Name: _________________________________

Class: __________

STUDENT
I understand and will abide by the attached Information & Communications Technology Acceptable Use Policy 2015. I further understand that any violation of the regulations is against the school’s principles and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or SAPOL (South Australian Police) will be contacted regarding this matter.

User’s Full Name: ______________________________________

Please print

User’s Signature: ______________________________________

Date: __________________

PARENT/GUARDIAN
As the Parent/Guardian of this student, I have read the attached Information & Communications Technology Acceptable Use Policy 2015 with my child. I understand that this access is designed for educational purposes.

- I give my child permission to have a school email address
- I give my child permission to use the internet for school related assignments/learning tasks

I understand that if my child breaches any of the terms of this agreement that their privileges to use the school computer network and/or personal iPad may be revoked. I also understand that if my child commits a criminal offence that the school is required to contact SAPOL regarding this matter.

Parent’s/Guardian’s Full Name: ______________________________

Please print

Parent’s/Guardian’s Signature: ______________________________

Date: __________________

iPad Registration Details
(Information to be stored on secure data base for the purposes of student/iPad security)

iPad Serial Number: ______________________________________

iPad has a security label □ YES □ NO

Engraved/Black Light Pen

I give permission for my child’s iPad to be labeled: □ YES □ NO

(Black Light Pen)

Please return to your child’s Class Teacher - Students are not permitted to use their iPad until this agreement is signed

St Brigid’s Catholic School
Information & Communications Technology Acceptable Use Policy Version 3 2015