BYO iPad
Acceptable Use Agreement
Terms

St. Michael’s Primary School is committed to student use of technology as a tool to enhance and assist learning. The use of technology facilitates global collaboration - a vital skill for our 21st century learners. Students at St. Michael’s utilise computers and other mobile devices on a wireless network. Technology tools are strictly for educational use, consistent with the educational goals of St. Michael’s Primary School.

With the opportunity, comes responsibility. This Acceptable Use Agreement/Policy is designed to give students (and their family) clear and concise guidelines regarding the appropriate use of technology. The underlying premise of this policy is that all members of St. Michael’s community must uphold the values of honesty and integrity. The acceptable use of technology reflects the strength of one’s character, one’s behaviour and one’s choices. We expect our students to exercise strong judgment and to utilise technology with integrity.

Acceptable Use Protocols Issued to Students

Passwords

☐ Students have passwords for various access privileges and it is the student’s responsibility to keep it secret. If anyone finds out a student’s password, it is the student’s responsibility to change this immediately.
☐ At no stage whatsoever is a student to use another individual’s login and password.

E-Mail

☐ Students should always use appropriate and polite language in their email messages.
☐ E-mail services provided by the school are to be used only for educational purposes unless teacher gives permission.
☐ School E-mail addresses are not to be given to ANY websites, companies, or third parties without the explicit permission of the teacher.
☐ Only school-related attachments may be sent on the school E-mail system.
Chatting, Blogging & Social Media

- Instant messaging is prohibited at school except as part of an assigned, in-class activity that is supervised by your class teacher.
- The use of electronic communication (blogs, Edmodo posts, wikis etc) is encouraged but users must adhere to the school’s expectations and values of honesty and integrity.
- Apps and sites for social media (Facebook etc.) are strictly prohibited on the BYO iPads.

Audio & Video

- Listening to music either/or with earphones is not permitted in class unless required for the activity being conducted or class teacher gives permission.
- The use of devices to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with prior permission of all parties being recorded.
- Sharing of music (including ITunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Games

- The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity.
- St. Michael’s reserves the right to remove any game from a device that is considered inappropriate or impedes the educational purpose of the BYO iPad Program.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or ‘played’ on devices including iPads.

Care of Device

- iPads must be in a student’s possession or secured in a locked classroom at all times.
- Students are responsible for bringing the iPad each school day appropriately charged. No charging facilities are provided at St. Michael’s. Therefore if a student’s device is not charged, it will not be used for learning on the day.
- Students must not lend or borrow your iPad with other students.
- The iPad must not be dominated or inappropriately influenced by other family members as the 1:1 devices is a personalised tool.
- iPads must be carried and transported appropriately. They should be carried in their approved cases at all times. Failure to close the lid of an iPad before transporting could result in damage and loss of data.
- No food or beverages should be in the vicinity of an iPad.
- iPads should be handled with respect and care. Inappropriate treatment of iPad is not accepted.
**Network Access**

- Students may not use the school network for personal or private material that does not relate to educational purposes.
- St. Michael’s is not responsible for damaged or lost data transferred through our network or stored on computers, mobile devices or our file servers.
- A configuration profile is required to be installed by the school onto the iPad to allow Wi-Fi settings, Internet Proxy settings and Email configuration. Students are not permitted to remove this Profile from the device.

**Downloading and Loading of Software**

- All installed software must be a legally licensed copy.
- The School reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the BYO iPad Program.
- Copyrighted movies, music or software installed on the iPad must be a legally licenced copy.
- St. Michael’s Primary School reserves the right to manage the applications and functionality of the all student’s electronic devices whilst it is at school and being used on the school network.

**Photos & Movies**

- Inappropriate or copyrighted media may not be used as ‘wallpaper’.
- Inappropriate photos and movies may not be stored on the device.

**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. Students must not access, display, or store this type of material.
- Students are required to give proper credit to all Internet sources used in academic 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 inappropriate 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 may not give any personal information regarding themselves or others through E-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating.
- Students are not to provide the E-mail address or other personal information regarding other students or staff to anyone outside of the school without their permission.
- St. Michael’s Primary School respects the privacy of every student with respect to stored files and E-mail accounts. However, if inappropriate use, including honour code violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behaviour.
Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the BYO iPad Acceptable Use Agreement including: the right to view the content of the device at any time; the right to remove content from the device.

**Consequences**

- The School reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Agreement. Such consequences could include the loss of privileges with technology, determined by the School Leadership Team, possible disciplinary action, and possible legal action.
- These consequences apply to students participating in the BYO iPad Program at St. Michael’s Primary School as well as to students who are using the School’s laptops and computers at school.
- In the case of repeated ICT abuse and/or damages, the school has the right to revoke the use of the technology tools.
- Students are to report any known violations of this BYO iPad Acceptable Use Agreement to appropriate administrative staff members.
- Random checks of student devices will be conducted throughout the year to ensure that these policies are being followed.
- St Michael’s Primary School takes no responsibility for activities conducted on school computers and mobile devices or materials stored on them.

*If you are unsure about the application of any of the above rules, check with your teacher or BYO iPad Program Leader first.*
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I __________________________________________________________________________ have read this agreement with my parent/s or guardian and I agree to the conditions within the agreement. If for some reason I choose to break one of the terms outlined in the BYO iPad Acceptable User Terms, I understand that there will be adequate consequences to follow.

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<thead>
<tr>
<th>Student Signature:</th>
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<tbody>
<tr>
<td>Guardian/Parent Name/s:</td>
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<td>Guardian/Parent Signature/s:</td>
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<td>Principal Signature:</td>
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Please return the BYO iPad Acceptable Use Agreement and retain the 1:1 Learning Tool Acceptable Use Agreement Terms document for your records