

INR ICT Acceptable Use Policy

Junior (P-3) Acceptable Usage Agreement

1. BACKGROUND:

We have the privilege at Concongella Primary School to be able to offer 1:1 iPads across the whole school and some laptops available for use. With this comes the responsibility of all users to behave in an appropriate manner at all times. In our digital world we must all remain safe, this means not sharing passwords or personal information. Students are living in a very different world to the one their parents are so it is important that we have a shared understanding of our behaviours and responsibilities when using the schools ICT equipment.

2. DETAILS

	Physical Care:	Usage:
iPad:	<ul style="list-style-type: none"> 👉 Leave the cover on if there is one 👉 Sit still while using ICT equipment 👉 Make sure it is charged 👉 Only move around when necessary 👉 Sit at table to use unless directed by teacher 👉 Use only inside the classroom unless directed by teacher 🚫 Never eat or drink while using iPad/Computer 🚫 Don't leave on the floor 🚫 Don't remove the chargers 🚫 Don't walk around while looking at the screen. 	<ul style="list-style-type: none"> without their knowledge or permission 👉 Photographing or videoing always requires teacher's permission 👉 Stay on task 👉 Fully close all apps after use by double clicking the home button and swiping all apps up. 🚫 Do not use any social media, including chat features in games or communicating with unknown people 🚫 Never give your personal details online 🚫 Do not download apps 🚫 Do not photograph or record people CODE RED OFFENCES: 🚫 Do not play games during work time 🚫 Never download, search for, look at or show other students inappropriate content: <ul style="list-style-type: none"> • Images • Videos • Music • Language 🚫 Never bully, harass or make negative or hurtful comments to other people

3. OTHER DEVICES

Many students now have access to iPads, iPods, phones, Smart Phones and other handheld gaming equipment at home. However, it is not appropriate that these be brought to school or used at school. If you bring a phone or gaming equipment at the request of your parents,

it must be placed in the box in Kristie's office upon arrival and taken out at the end of the day. No home devices are to be used at school.

4. CONSEQUENCES:

Failure to Comply: 2 warnings, then pick up 10 pieces of rubbish in the yard at recess/ lunch time.

Damage to an iPad will be judged on a per case basis, ie, if damage occurs through minimal or unforeseen fault of the user lesser consequences, if the user was behaving in a manner that could have been avoided, more severe consequences.

Code Red Offences: Instant loss of full access for 1 full day; you must make up any lost work at recess/ lunch time.

5. AGREEMENT:

I _____ of Grade _____ am aware of the privilege I have by having access to computers and iPads at Concongella Primary School.

I am also aware that with that privilege comes the responsibility of looking after the equipment and behaving appropriately when using it.

I have read (or had read to me) all of the conditions on the other side of this agreement. I have had it explained to me in depth and I understand what all of the conditions mean.

I have read (or had read to me) all of the consequences that will occur if I do not abide by this agreement and understand them all.

I promise to stick to this agreement at all times.

Signed _____

Print Name: _____

I _____, mother/ father of _____ have read this agreement and understand all of the responsibilities and consequences of my child using ICT equipment at Concongella Primary School.

Signed _____

Print Name: _____

Date: ____/____/20____

Last ratified by School Council on:

15/ 10/ 2014

Amended:

17/02/2015