

# The 12 Protocols for using my ICT Device responsibly for learning.



These protocols are based on the St Bede's ICT Acceptable Use Agreement ICT Device Agreement and should be read in conjunction with those documents. The term ICT device refers to iPads, Notebooks, Netbooks, Mobile Phones, and similar devices.

1. I will bring my ICT Device to school fully charged each school day. I will protect my device to the best of my ability including using any protective covers provided. I will protect my school bag against damage when it contains my ICT device. I will not use my device when travelling to or waiting outside classrooms.
2. I will ensure that my home screens or desktop contains only school approved apps and links, with appropriate wallpaper and language. I will use a passcode or password to protect against unauthorised use by others.
3. I will only open my ICT Device and use applications and websites when directly instructed to do so by my teacher. I will not use personal content during class time unless directly linked to my learning and with prior knowledge of the classroom teacher.
4. All apps/programs in my multitasking bar or taskbar will be closed at the beginning of each lesson unless they are directly related to my studies.
5. When not using my ICT Device in class, the lid or smart cover will remain closed at all times – opening of the lid or smart cover will only occur after teacher instructions to do so. When the teacher instructs the lid or smart cover to be closed I will do so immediately.
6. During class time, I will not use my ICT Device for playing games. All devices will remain on mute unless the teacher requests otherwise.
7. I will only take and use photographs, recordings and videos of other students or staff with their express prior permission and knowledge and only in relation to school work. I will not use or distribute any such images for any other purpose, be it by soft or hard copy.
8. I will ensure that all personal content is appropriate at all times and I will leave sufficient memory for school related content. Any use of technology to obtain unauthorised access to other devices or cause disruption on the computer network is strictly not permitted.
9. When on school property, I will only access the internet through the College WiFi system. I will not tether my iPad or Notebook to another device whilst at school. I am aware in relation to the use of my device, the Internet and e-mail, Section 474.17 of the Criminal Code Act states that a person is guilty of an offence if they knowingly or recklessly:
  - i. Use a telecommunications device supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, menacing, harassing or offensive.
10. I will not attempt to contact or friend teachers through social networking sites. I will not comment on teachers in a derogatory way on any website.
11. When emailing or contacting teachers directly I recognise that teachers will only respond in a timeframe which is reasonable and usually during working hours.
12. I will ensure that I am fully aware of, fully understanding of and compliant with these Protocols and with the ICT Acceptable Use Agreement Cybersafety guidelines as available on the College intranet. I am aware these may change.

If I am not responsible in my use of the iPad or Notebook and breach the above, then I understand that appropriate disciplinary actions may be taken which may include the confiscation of my ICT device.

## Extract from the St Bede's College ICT Device Agreement

The following is taken from the St Bede's College ICT Device agreement that was signed by students and parents:

### **Student Responsibilities**

The student is responsible for:

- 3.1. Bringing the device **fully charged** to school every day. Devices cannot be charged at school.
- 3.2. Taking the device to every class unless instructed otherwise by a teacher.
- 3.3. Adhering to the St Bede's College Acceptable Use of ICT Agreement which is attached and available on the College's Intranet.
- 3.4. Backing up data securely on the school network and at home.
- 3.5. Ensuring that the identification stickers are not removed from the device.
- 3.6. Keeping the device secure when not in use at school by placing it in a locker that has a school issued combination lock.
- 3.7. Ensuring that settings for virus protection or spam filtering that has been installed are not disabled or removed.
- 3.8. Ensuring the device is not physically altered or modified in any way without the express permission of the Deputy Principal for ICT and Infrastructure. Students are to only install software or apps as specified by the College. No software installed on the device should be altered or removed unless directed by the College. The modification of operating system software (including "Jailbreaking") is strictly forbidden.
- 3.9. Following appropriate safety and care procedures including:
  - Transporting the device in the case provided at all times.
  - Not packing the device at the bottom of a bag under heavy textbooks that could cause the screen to crack.
  - Handling the device carefully and taking care not to drop it.
  - Ensuring that food and drinks are kept well away from the device.
  - Making sure that nothing is put on the device, e.g. stickers, etc.
  - Making sure the device is not damaged or defaced in any way.
  - Ensuring that no items e.g. earphones are left lying on the screen before closing the cover.

### **4. Parent/Guardian Responsibilities**

The student's parents/guardians are responsible for:

- Supervising the student's device and Internet use at home to ensure that the student is using the device safely and responsibly.
- Paying any costs incurred by the College in repairing or replacing any device where the student has been deemed responsible for deliberate damage, abuse or loss by neglect of a device.
- Ensuring students adhere to all cyber-safety advice and that the device is used for school purposes only.