

12 Protocols for using my ICT Device responsibly

These protocols are based on the St Bede's College ICT Acceptable use of ICT 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 case 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 **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 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 will remain closed** at all times – opening of the lid will **only occur after teacher instructions** to do so. When the teacher instructs the lid to be closed **I will do so immediately**.

During class time, **I will not use my ICT Device for playing games**. All devices will remain on mute unless the teacher requests otherwise.
6. I will **only take and use photographs, recordings and videos** of other students or staff with their **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.
7. 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**.
8. When on school property, I will only access the internet through the **College WiFi system**. **I will not tether my ICT device** to another device whilst at school. I am aware in relation to the use of my device, the Internet and email, Section 474.17 of the Criminal Code Act states that a person is guilty of an offence if they knowingly or recklessly:
 - 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.
9. 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.
10. When emailing or contacting teachers directly I recognise that **teachers will only respond in a timeframe which is reasonable** and usually during working hours.
11. I will ensure that I **am fully aware 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.
- 12.

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