



THE CAVES STATE SCHOOL

iPad Program Responsible Use Policy

Rationale:

The Caves State School implements a 1 to 1 iPad program across the entire school, and promotes digital literacy learning across all learning areas from Prep to Year 6. Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, The Caves State School has determined that explicit teaching of responsible use of devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

This document details the Responsible Use Policy for students using iPad devices and accessories at The Caves State School. Our goal is to ensure the safe and responsible use of facilities, services and resources available to students through the provision of clear guidelines.

Responsible Use Guidelines:

The Caves State School deems the following to be responsible behaviour and use of devices by students:

- Authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes, as supervised and approved by school
- Conducting general research for school activities and projects
- Communicating or collaborating with other students, teachers, parents, caregivers or experts as part of assigned school work.
- Accessing online references such as dictionaries, encyclopaedias, thesaurus
- Completing assigned class work and assignments set by teachers
- Developing appropriate literacy, communication and information skills
- Researching and learning through the department's eLearning environment
- Only use device in class when directed to by staff.
- Device is to be switched off and placed the out of sight during classes, before and after school, and during lunch breaks unless the device is being used in a teacher directed activity to enhance learning
- Seek teacher approval when wanting to use a device under special circumstances

It is **unacceptable** for students at The Caves State School to:

- Use a device in an unlawful manner
- Download, distribute or publish offensive messages or media
- Use obscene, inflammatory, racist, discriminatory or derogatory language

- Use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- Insult, harass or attack others or use obscene or abusive language
- Deliberately waste printing and internet resources
- damage computers, printers or network equipment
- distribute spam, chain letters,
- use in-device cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- commit plagiarism or violate copyright laws
- knowingly download viruses or any other programs capable of breaching the department's network security
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school staff.

Students must care for iPads in the appropriate manner:

Do not change settings or delete apps unless instructed by a teacher.

- Only you should use your iPad (not brothers or sisters)
- Media- only create appropriate media relevant to school
- Be gentle with the iPad; touch the screen lightly with the padded tip of your finger not fingernail
- Have clean hands
- No food or drinks around iPad
- Walk when carrying your iPad with two hands
- Use antiseptic wipes to clean weekly
- Charge if less than 50%
- Close tabs and apps daily
- Keep iPads off the floor
- Keep accessories in your case

In addition, The Caves State School expects parents and students to understand that:

- Users are responsible for the care, maintenance, security and integrity of their devices and network accounts.
- Strong, private passwords are created to protect device and accounts. This password should be complex enough so it is not easily guessed by others. At no time should it be shared with others (excluding teachers, in certain circumstances). If students feel their account has been compromised or tampered with, they need to report concerns to the teacher immediately.
- Information sent from the school network contributes to the community perception of the school.
- All students using our systems are encouraged to conduct themselves as positive ambassadors of our school.
- Students will not copy software, information, graphics or other data files that may violate copyright laws. In doing so they may be subject to prosecution from agencies that enforce copyrights.
- The school will educate students on cybersafety and digital citizenship. This includes cyberbullying, safe internet and email practices, and safety regarding the physical use of electronic devices. Students have a responsibility to behave in accordance with these practices.
- No inappropriate material to be stored on devices.
- Devices must be fitted with a protective case (including screen protection) at all times. The devices must be clearly labelled with the students' name
- A picture of the student, or their name is recommended as the devices' wall paper (background picture and lock screen)

- At any time staff are able to update, monitor or alter the settings of the device to ensure adherence to these expectations

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of The Caves State School Student Code of Conduct.

In addition, students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
 - schools may remotely access departmentally-owned student computers or mobile devices for management purposes
 - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires active supervision by the parents/carer and responsible use by the student.

The following is to be completed by both the STUDENT and the PARENT/CAREGIVER:

- ☐ I have read and understood The Caves State School iPad Program Responsible Use Policy.
- ☐ I agree to abide by the guidelines outlined within this document.
- ☐ I am aware that non-compliance or irresponsible behaviour will result in consequences relative to the behaviours, and in line with the Student Code of Conduct for The Caves State School

(Please print)

Student's Name: _____

Class: _____

Student's Signature: _____

Date: _____

- ☐ I have read and understood The Caves State School iPad Program Responsible Use Policy.
- ☐ I agree to abide by the guidelines outlined within this document.
- ☐ I am aware that non-compliance or irresponsible behaviour will result in consequences relative to the behaviours, and in line with the Student Code of Conduct for The Caves State School

(Please print)

Parent/Caregiver's Name: _____

Parent/Caregiver's Signature: _____

Date: _____