Growing Up Digital ICT User Agreement
Digital Device & iPad Policy and Procedures

Dear Parents

As part of our Growing Up Digital program we expect students of Cornish College to think critically, behave safely and participate responsibly.


Students will be introduced to each of these documents by their class teacher at the beginning of Term 1 and will discuss their requirements and responsibilities.

We ask that you discuss these documents with your child and sign the agreements enclosed. Once signed and returned to your child’s class teacher students will then be advised that they will be able to use their device in class. Please keep the copies of the documents for your reference.

Yours sincerely

[Signature]

Mrs Anne Beruldsen
Primary Years Team Leader
Cornish College ICT User Agreement
Prep to Year 4

At Cornish College we recognise the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Cornish College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students’ awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

This ICT User Agreement applies when I am using any of the listed digital technologies at school, at home, travel between school and home during school excursions, camps and cocurricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that Cornish College has established actions and consequences if I do not behave appropriately.
I will keep myself safe.

- I will not share my password with anyone other than my teacher and my parents.
- I will not give out any personal information, including my birthday, last name, address, school, picture or phone number.
- I will not upload or download photos or videos or fill out surveys without my teachers’ or parents’ permission.
- I will not meet someone in person who I’ve met online without my parents’ permission.
- I will tell my teacher or my parents if anything happens online that makes me feel upset, sad or not safe.

I will be a good digital citizen.

- I will not bully anyone online or on my mobile phone by sending pictures, sharing videos, spreading gossip or saying cruel things about people.
- I agree not to use technology to cheat in games or on schoolwork.
- I agree to tell my parents if I see something that is inappropriate or see someone doing something inappropriate online.

I will think first.

- I will make smart decisions about what I watch, play and send, and will ask my parents if I’m not sure what’s appropriate.
- I will only take photographs and record other people with their permission.
- If my family has rules about ratings, I will follow them. The ratings are:
  
  **Movies**
  ______________________
  **TV**
  ______________________
  **Video games**
  ______________________
  **Web sites**
  ______________________
  **Music**
  ______________________

- I know that not everything I read, hear or see online is true.

I will be a responsible and respectful user.

- I will be careful and walk sensibly with my iPad. I will make sure I keep it in its case and carry it to and from school in my school bag.
- I will not use digital devices at school without permission or supervision from my teacher including before school and after school.
- I understand that it is my responsibility to bring my iPad to school each day and make sure it is charged. I will ask for help from my parents or teachers if I need it.
- I will be careful and show respect to all of the ICT I use. I will ask for help if I need it and I will tell my teacher if anything is damaged.

I will keep a healthy balance.

- I will help my parents set time limits that make sense, and then I will follow them.
- I will use my technology in places that my teachers and parents have agreed to.
- I will recognise that my safety is more important to them than anything else.
- I will continue to enjoy the other things — and people — in my life.

In exchange, the school and my parents agree to:

- Recognise that technology is a big part of my life, even if they don’t always understand why.
- Talk with me about what worries them and why before saying ‘no’.
- Talk to me about my interests and help me find stuff that’s appropriate and fun.
Digital Devices
(iPad)

Policy and Procedures

2016

This Policy and Procedures are designed to assist students in using their digital devices as effectively as possible.
# Table of Contents

Growing Up Digital ICT User Agreement .......................................................................................................................... 1

1. Introduction ........................................................................................................................................................................ 6

2. Digital Device ..................................................................................................................................................................... 6

   2.1 Supplier ......................................................................................................................................................................... 6

   2.2 Warranty and Insurance .................................................................................................................................................. 6

   2.3 Loss or Damage to Devices ........................................................................................................................................... 6

   2.4 Loss or Damage to Accessories ................................................................................................................................... 7

   2.5 Naming .......................................................................................................................................................................... 7

   2.6 Technical Support .......................................................................................................................................................... 7

      2.6.1 Local support ............................................................................................................................................................ 7

      2.6.2 Student Access ......................................................................................................................................................... 7

      2.6.3 Hardware Repairs ..................................................................................................................................................... 7

      2.6.4 Application Issues ................................................................................................................................................... 7

3. Software ............................................................................................................................................................................ 7

   3.1 Standard ‘Image’ ............................................................................................................................................................. 7

   3.2 Subject specific software ................................................................................................................................................ 8

   3.3 Personally owned Applications .................................................................................................................................... 8

4. Bringing Devices to Class ....................................................................................................................................................... 8

   4.1 When to Bring ................................................................................................................................................................. 8

   4.2 Ready to Use .................................................................................................................................................................... 8

   4.3 Device left at Home .......................................................................................................................................................... 9

5. Transport To and From School ............................................................................................................................................... 9

   5.1 Public Transport ............................................................................................................................................................. 9

   5.2 Private Cars ..................................................................................................................................................................... 9

   5.3 School Buses ................................................................................................................................................................. 9

6. Use and Storage during the Day ........................................................................................................................................... 9

   6.1 Before School ................................................................................................................................................................. 9

   6.2 At School ......................................................................................................................................................................... 9

   6.3 After School .................................................................................................................................................................. 9

7. Using the College Network/Internet .................................................................................................................................. 10

   7.1 Printing ............................................................................................................................................................................ 10

   7.2 Backup Strategy ............................................................................................................................................................ 10

   7.3 Passwords ...................................................................................................................................................................... 10

   7.4 Security at Home .......................................................................................................................................................... 10
1. Introduction

We are a learning community developing independent, lifelong learners promoting a sustainable world by making a difference.

2016 sees the further implementation of the Cornish College Information and Communications Technology Policy with its vision of:

*Anytime, anywhere access to Information and Communications Technology to support collaborative, inquiry based, student centred learning in a safe and secure manner. This is part of a long term flexible ICT approach that grows and changes as our learning needs change.*

In the individually owned provision model used at Cornish College, Digital Devices such as iPad computer are primarily a ‘tool for school’ and this must be balanced with student use at home. School and home must work in partnership so that the iPad remains an effective learning device.

The commitment by the College and its students carries many implications in terms of curriculum planning and support systems.

This policy document outlines the arrangements for the use of Personal Devices in school and on the College network. It will need revision from time to time as demands become greater and new organisational issues emerge. It will be necessary for all students using a Digital Device in the school to sign an agreement indicating that they have read and are prepared to abide by this policy document. Parents should discuss the agreement with their child to ensure that they have a good understanding of the agreement.

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**Please read this document carefully and sign the attached agreement indicating your preparedness to abide by the policy document.**

**A copy of this agreement is appended at the back for your records**

2. Digital Device

A digital device is a piece of electronic equipment. For example: a computer, iPad, mobile phone etc.

Although Cornish College will do its best to support you, students and families are ultimately responsible for their digital devices.

2.1 Supplier

Primary students are expected to have an iPad. The most current version of the iPad is recommended at purchase. iPads can be obtained through our preferred supplier Apple Southland or be sourced elsewhere.

2.2 Warranty and Insurance

Ipad may carry an extended warranty. It is important to be aware of warranty requirements at time of purchase. Please note that not all damage to an iPad is automatically covered by the warranty. Damage due to careless handling by the student, may be covered by an insurance claim. An excess may be payable.

Parents are responsible for the documentation and delivery of warranties and insurance for any digital devices brought to school.

2.3 Loss or Damage to Devices

Any loss or Damage to a Digital device is ultimately the responsible of the student and family. If a Digital Device is lost or stolen the College should be notified immediately through the student’s Form Teacher. Every attempt will be made to assist in the recovery of the device. Parents should maintain records that might assist in any insurance claim or police report such as model and serial number.
2.4 Loss or Damage to Accessories
Accessories without names on them are all but impossible to return to the student and are generally not covered by warranty or insurance. Damaged chargers are not permitted to be used at school because of the danger they pose. Replacement parts should be of high quality.

2.5 Naming
All Digital devices and Accessories should be labelled with First Name and Surname. Use appropriate labels on the Outside of Devices, Adaptors and Bags. All identification must be able to withstand the rigors of normal student use, consider engraving as an option. The student is responsible in ensuring their iPad, charger and bag are clearly named throughout the year. Digital Devices should be named electronically so the user can be identified by the network. Use the following protocol: **Surname_Firstname.**

Students should ensure that their Device, adaptor and bag are clearly labelled.

2.6 Technical Support

2.6.1 Local support
Cornish College employ a team of ICT technicians who are the students’ first point of call if there is an issue with their iPad that they cannot resolve.

Generally, any faults or damage to the iPad are to be reported immediately regardless of the cause. Delay in reporting of faults to the unit may invalidate the warranty and can result in the full cost of the repair being charged to the individual.

2.6.2 Student Access
Students should normally visit the Computer Office before school, during recess, lunch time or after school (until 4.00pm). At all other times a note from their teacher (which will only be issued in extreme circumstances) is required. If the technician is unavailable, students should return to class.

2.6.3 Hardware Repairs
Technicians will advise whether the issue is related to Hardware or Software. If it is a hardware issue then students will be advised to contact the supplier or Apple Support.

2.6.4 Application Issues
If the issue is related to College Approved Applications then the ICT Technicians will attempt to fix the issue. Often this entails restoring the application and sometimes the entire iPad to its original specifications. Applications that were previously loaded will be the responsibility of the parent to download through their iTunes account.

All data and any additional software that the student may have loaded will be the responsibility of the student. Students must maintain a regular backup process.

Please note: Unlabelled Devices will not be accepted by the technician.

3. Software

3.1 Standard ‘Image’
iPads used at the College will be configured to operate on the College network. An application list will be provided for each year level. Parents are expected to download the applications specific to their child. Applications for the device can be downloaded through the App management system Lightspeed and through distributed App lists which can be found at the beginning
of each term on the class blog. Applications will normally include:
• Utility applications
• Classroom applications

Students must not interfere, manipulate or delete any of the College nominated applications.

3.2 Subject specific software
Some software may be required on a subject specific basis for particular units of work, will be installed by arrangement with the College and will be subject to the licensing agreement pertinent to that particular software.

If a student is required to delete an item of software at the end of the unit of work the student has a responsibility as a good digital citizen to do so.

Periodic checks of iPads will be made to ensure that students have deleted software no longer required and that the College has not exceeded its licence agreements.

3.3 Personally owned Applications
Students may add privately owned applications where these are appropriate and provided that they leave sufficient space for school related work.

Such applications must be legally purchased and not ‘pirated’. Gaming applications should only be installed with the permission of the parent, be age appropriate and not interfere with the operation of the iPad for school purposes.

The installation of inappropriate software such as
• hacking tools,
• tools designed to cause malicious damage
will result in immediate confiscation of the iPad.

The use of some software is not allowed on the devices connected to the school network.
• peer to peer networking software
• Virtual Private Networks

The school reserves the right to remove applications or materials regarded as inappropriate.

4. Bringing Devices to Class

4.1 When to Bring
It is the expectation of the school that students will have their iPads at school each day. Unless specifically advised by their teacher, students must bring iPads to all classes. Many classes will require the formal use of iPads whilst others will provide informal opportunities to use the technology to complete tasks efficiently.

If an iPad is being repaired and not able to be used by a student, they should advise their classroom teacher at the beginning of the day.

4.2 Ready to Use
iPads that are brought to school with low charge cause disruptions as they are likely to need charging during the day. Most rooms lack the capacity to charge multiple iPads as well as the Health and Safety issues of chargers and cables. This disruption is exacerbated if a student has forgotten their charger and asks classmates to borrow theirs.

Therefore they must be brought to school each day in a fully charged condition. Students will need to adopt a practice where they charge their iPads each evening. It is recommended that they are charged overnight in a common area of the house.
4.3 Device left at Home
If a student inadvertently leaves their iPad at home they are to inform their Form Teacher at the start of the day.

5. Transport To and From School

Using a iPad bag provides some protection but the iPad should also be stored safely within the schoolbag for carrying the iPad to and from home.

Students need to be cautious of leaving their iPads unattended in public. Not only could they be damaged, they may be stolen.

Students should carry their iPad in its bag at all times when moving around. They should be conscious of appropriate occupational health and safety issues in the manner in which they carry the bag.

5.1 Public Transport
Under no circumstances should students use their iPads while going to or from school on public transport.

5.2 Private Cars
In private cars, parents take responsibility for the use of devices whilst travelling to or from school. Students should take appropriate care to avoid any physical damage and should be conscious of appropriate occupational health and safety practices if using devices in moving vehicles.

5.3 School Buses
Students’ use of devices on school buses is not under direct supervision. Students should take appropriate care to avoid any physical damage and should be conscious of appropriate occupational health and safety practices if using devices in moving vehicles. Bus drivers and service providers take no responsibility for the security, damage or appropriate use of devices being used in their vehicles.

6. Use and Storage during the Day

6.1 Before School
Digital Devices should not be used before school.

6.2 At School
Students must take their iPads to all classes unless they have previously received advice to the contrary.

When moving between classes, iPads should be carried in a bag or have a protective cover. iPads must be left in the classroom or placed in a locked locker at recess or lunchtime, before and after school and whilst not being used in class.

Students will only be permitted to go their lockers to retrieve or secure their Digital Device between periods if a teacher has advised that their devices will not be required and need to be securely stored. No devices should be left in change rooms or unattended in unlocked classrooms.

Students should not use their iPads on school grounds when unsupervised.

When using the iPads, students should maintain correct posture and vary the activity and length of time they are using the keyboard, (mouse if used) and computer screen to avoid fatigue.

6.3 After School
Parents are responsible for iPad use at home. It is strongly recommended that the iPad is used in a public area in the house. Students should continue appropriate use at home in respect to location, length of time, tasks performed and safe working practices.

Most students will need to take their iPads home after school to complete homework and other tasks. In some instances students will elect to leave their computers on the College premises. If iPads are left at school they must be stored within a building in a locked facility.
If iPads are to be left at school overnight, students will be responsible for making sure that their iPads are fully charged for the commencement of lessons the next day.

**7. Using the College Network/Internet**

Access to the school network will be available to students after they have returned the signed ICT User Agreement.

Wireless technology allows the student continuous access to the College network. Access to the College intranet and Internet for students will normally occur via the network however, use of these facilities will normally be done under the supervision of a teacher. Students are expected to take responsibility for accessing acceptable materials and will have their access rights terminated if they do not exercise such responsibility.

**7.1 Printing**

The College is promoting paper minimisation practices but at times printing is necessary. A number of printing stations are located throughout the College. Print stations will be available to students during normal school hours and students are expected to manage their time so that printouts are produced in time for class.

**7.2 Backup Strategy**

A backup strategy must be used by all students. Students are required to use their College emails to sync Google Drive Folders to store all subject data. This will protocol will be demonstrated to all students when necessary. Google Drive folders need to be shared with staff and so the storage of Personal (Non school related Data) is not permitted.

In addition to this backup strategy students are encourage to backup data files on a regular cycle.

**Backup to iTunes**

Personal data stored on the iPad such as music, photos, movies and games are the sole responsibility of the individual student. The backup of personal data is the responsibility of the student. The College takes no responsibility for loss or damage to this data.

**7.3 Passwords**

Students are required to have a password to access their school network accounts, the College learning management system and school email accounts. Students may also have additional passwords for access to educational sites.

iPad specific passwords should be supplied to the class teacher to ensure access for technical support and safekeeping.

**iTunes passwords should not be provided to students and all downloads should be completed by parents**

Passwords should never be shared with another student or stored in such a way as to be accessible to other users. The College will require from time to time for each user to reset their school passwords and will be advised on the timing and processes.

**7.4 Security at Home**

Securing internet access at home is the responsibility of parents. There are a variety of internet management systems available for use in the home. Setting up child friendly internet access from home could be achieved by accessing Open DNS, or using programs such as Net Nanny or Mobicip. More information regarding this can be obtained on the school website or through the ICT Coordinator.

iPads provide parents with the option to set additional restrictions for their child such as access to explicit material online. This can be accessed through Settings then Restrictions.

A unique password should be set by the parents to ensure that this section of the iPad remains under their
sole control. The capacity to set restrictions varies between the different versions of iPad. When purchasing an iPad for your child we encourage you to obtain the most current version.
ICT User Agreement

The ICT User Agreement applies when I am using digital technologies at school, at home, travel between school and home, during school excursions, camps and extra curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that Cornish College has established actions and consequences if I do not behave appropriately.

Student Name: ________________________________ Signature: __________________

Parent/Guardian Name: _________________________ Signature: __________________

Date: _______________________________________

Digital Device & iPad Agreement

A digital device such as an iPad, Macbook, phone or other device used at school needs to be used appropriately. At Cornish College we want you to be the best that you can be so what is appropriate can change. Sometimes it is appropriate to shoot video or take pictures with your mobile device, or play a game on your iPad or Macbook and other times it is not. Your teacher will tell you during class what is appropriate and when in doubt you should ask them before you proceed.

The following agreement is to be signed by any student (and a parent or guardian of the student) who is using a personal digital device at Cornish College.

i. While at school your Device is to be used for schoolwork only.
   • Your Device can be confiscated if you use it inappropriately. If you are unsure ask your teacher.
   • You will be required to complete an incident form, which must be signed by your parents before you can collect your device.
   • Inappropriate software can be removed by the College if it is being used in school time. Parents will be contacted first if there is any doubt about the suitability of software.

ii. You are responsible for
   • making sure that your Device is fully charged at the beginning of the day.
   • for the security of your device.
      o It should be locked in your locker or classroom when not in use.
      o It should be password protected
   • clearly naming your device and accessories such as chargers
   • protecting your device with appropriate cases/protectors

Whilst the school will take every reasonable precaution, it cannot be held accountable for loss or damage.

iii. You should make sure you are safe by being smart and by being nice. Some digital activities can infringe existing laws or impact upon the College or an individual’s reputation. This code is also intended to cover the use of all digital technologies at school, activity on the Internet and includes activity on social media sites that takes place outside of school.

I ________________________________ (Full Name) agree to abide by the College’s Digital Device Policy and the practices contained therein.

As the Parent/Guardian of ________________________ I have read and discussed both ICT and Personal Device agreement and undertake to partner with the school to empower them to be Safe, Smart and Responsible users of Digital Technology at school and at home.

Parent/Guardian Name: _________________________ Signature: __________________ Date: __________