Dear Parents

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

Please find here a copy of the Cornish College ICT User Agreement Prep – Year 4 document and the iPad Policy and Procedures document.

Students have been introduced to each of these documents by their class teacher and have discussed 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 when they will be able to use their device in class. Please keep the copies of the documents for your reference.

Yours sincerely

Mrs Anne Beruldsen
Learning and Teaching Coordinator (Primary)

Mr Mark Byrne
Learning and Teaching Coordinator (Secondary)
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 responsible and respectful user.
- I will be careful when carrying ICT around and I will walk sensibly and carefully 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 ICT 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 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 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.

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.
- 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.

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.
iPad

Policy and Procedures

2013

It should be noted that the procedures outlined in this document are intended to maximise the use of the iPad as an educational learning tool, as well as ensuring the iPads are well looked after and maintained.
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1. Introduction

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

2013 sees the continued 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 the iPad is primarily a ‘tool for school’ and this must be balanced with student use at home. School and home must work in partnership.

All students and parents are required to read the terms and conditions of the iPad Agreement and return a signed copy.

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 iPads in school and 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 an iPad 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 reasonable understanding of the agreement.

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

2. Documentation

All students are expected to read and sign the College iPad Agreement contained within this document, which outlines procedures for acceptable iPad usage at school.

2.1 Naming

All identification must be able to withstand the rigours of normal student use. Students will ensure that their iPad and cover are clearly named throughout the year.

Students should ensure that their iPad and cover are clearly labelled.
Naming your iPad electronically allows it to be identified by our technical staff and enrolled effectively onto the school network. The formula for the electronic name of your iPad should be:

Year level First Initial Last Name e.g. Year 1 ATech or Prep ATech. This can be done by going into ‘Settings’ and ‘About’ on your iPad.

3. Applications

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.

For 2013, applications will not exceed a value of $60 per student and normally include:

- Utility applications
- Classroom applications

Students may add applications other than those nominated by the school where these are appropriate and provided that they leave sufficient space for school related work. Such applications must be legally purchased and not ‘pirated’. The installation of inappropriate applications such as hacking tools, or tools designed to cause malicious damage will result in immediate confiscation of the iPad and wiping of all data. Gaming applications should only be installed with the permission of the parent and be age appropriate and not interfere with the operation of the iPad for school purposes.

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

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

4. Technical Support

Technical support is provided by the technician employed by Cornish College.

4.1 Services

4.1.1 Location

The technician, Mr Frank Chen, will be located in the Computer Office at the rear of the Computer Laboratory.
4.1.2 Repairs

For hardware and software assistance please see the Cornish College Technician. He will advise whether you need to contact the support desk at Designwyse or Apple directly. If you require assistance after hours please contact Apple Support. Please note that Apple do not provide assistance for third party applications.


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.

Application issues may be addressed at school. Advice should be sought from the College Technician. Students should be aware that the application or iPad may need to be restored back to the original specifications. Applications that were previously loaded will be the responsibility of the parent to download through their iTunes account. Students must maintain a regular backup process, such as using iCloud to backup additional data.

Please note: Unnamed iPads will not be accepted by the technician.

4.2 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.

5. Supplier

The most current version of the Apple iPad is the recommended device for student in Prep to Year 6 at Cornish College. Parents should be aware of the limitations of earlier versions (e.g. no camera on iPad version 1). Our supplier and service agent is Designwyse.

Designwyse: (03) 9554 6000

5.1 Warranty

Parents are responsible for the documentation and delivery of warranties for the iPad.
6. **Printing**

The College is promoting paper minimisation practices but at times printing is necessary. A number of print stations are located throughout the College. Students will have access to printing facilities from their iPad.

7. **Bringing iPads to Class**

7.1 **When**

It is the expectation of the College that students will have their iPads at school each day. Students must bring iPads to specialist classes if advised by their teacher. 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, s/he may be issued with a loan iPad. They should consult the College Technician.

7.2 **Ready to use**

iPads 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 communal area of the house.

Provision will be available in class for connection to the mains power in cases where extensive use of the iPad during the day has caused batteries to become discharged.

7.3 **Wireless networking**

The iPads come with wireless network technology, thus providing ready, continuous access to the College network resources and the internet.

7.4 **iPads left at home**

If a student inadvertently leaves their iPad at home they are to inform their class teacher at the start of the day.

8. **Use and Storage During the Day**

8.1 **At school**

Students must take their iPads to all classes as advised. When moving between classes, iPads must be carried with care. iPads should be placed in the supplied secure environments whilst not being used in class and at recess or lunchtime.

When using the iPads, students should maintain correct posture and vary the activity and length of time they are using the keypad and screen to avoid fatigue.
8.2 After school

Parents are responsible for iPad use at home. It is strongly recommended that the iPad is used in a communal 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 or for personal use. In some instances students will elect to leave their iPads 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.

8.3 Storage of iPads

Students are required to store their iPad in the nominated location within their locked classrooms. Teachers will provide access to iPads if required after recess or lunchtime for a specialist class.

9. Transport To and From School

iPads should remain in their protective covers at all times and be transported to and from school securely in the student’s school bag. They should be conscious of appropriate occupational health and safety issues in the manner in which they carry their bag.

Students need to be aware of leaving their iPads unattended in public. Not only could they be damaged, they may be stolen. We understand that some students may wish to use their iPads for work whilst travelling to or from school and offer the following expectations:

9.1 Appropriate Supervision on school grounds
Students should not use their iPads after school on school grounds when unsupervised.

9.2 Public Transport
Due to supervision and security issues, students using public transport should not use their iPads at any time.

9.3 Private Cars
In private cars, parents take responsibility for the use of iPads 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 the iPads in moving vehicles.

9.4 School Buses
Students’ use of ICT on school buses is not under direct supervision. Students are not permitted to use iPads on school buses. Bus drivers and service providers take no responsibility for the security, damage or appropriate use of devices being used in their vehicles.

10. Access to the College Network/Internet

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 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. If inappropriate material is accidentally accessed they should notify their teacher immediately and close the window on their iPad.
11. **Backup Strategy**

A backup strategy must be used by all students. The use of iCloud is one such option. It is the student's responsibility that work is not lost due to mechanical failure or accidental deletion.

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.

12. **Passwords**

Students are required to have a password to access their school network accounts, the college learning management system (Moodle) and school email accounts. The password should never be shared with another student or stored in such a way as to be accessible to other users.

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. The College will require from time to time for each user to reset their password and will be advised on the timing and processes.

13. **Loss**

If an iPad is lost or stolen the College should be notified immediately through the student’s class teacher. Every attempt will be made to assist in the recovery of the iPad. Parents should maintain records that might assist in any insurance claim or police report such as model and serial number.
iPad Agreement

(Student and Parent reference copy to keep)

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

i. We understand that the iPad to be used in school is for schoolwork only, and applications used will be confined to those legitimately required for schoolwork. The College has the right to remove inappropriate or personal applications if they are being used during school time. Parents will be contacted first if there is any doubt about the suitability of applications. Personal applications can be downloaded again from iTunes at parents’ discretion.

ii. We accept that teachers have the authority to confiscate iPads being used inappropriately at school. Parents will be contacted through the record book if misdemeanours occur. If the iPad is to be confiscated for an extended period parents will be asked to come and collect the iPad from the classroom teacher.

iii. We understand that iPads are tools and are used in the classroom at times nominated by the teacher and for educational purposes only.

iv. We understand that students are responsible for making sure that the iPads are fully charged at the beginning of the day.

v. Security will be the responsibility of the student. It is required that iPads are kept in classrooms when not in use. The iPad should be clearly named and identified. Whilst the school will take every reasonable precaution, it cannot be held accountable for loss or damage.

vi. We understand that students will not engage in any activity which either infringes existing laws or impinges upon the College’s or individual’s reputation. This code is also intended to cover access to the Internet.

vii. We agree to abide by the College iPad Policy and the policies and procedures contained therein.