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Coomera Springs State School

Participant's Agreement- ICT Acceptable Use

COOMERA SPRINGS STATE SCHOOL



Queensland Government

Coomera Springs State School Device Use

Rationale

Digital Learning Program will provide opportunities for students to engage in relevant and inspiring learning experiences, as well as enabling our school vision because:

- I. Information Communication Technology (ICTs) are functional and accessible tools that allows for teachers and students to interact in the classroom with a creative, engaging and flexible learning environment
- II. The use of ICTs allows for students to access learning experiences in an alternative setting. It provides opportunities for enhanced collaboration with peers and teachers within and beyond the classroom.
- III. The use of ICTs enable individual student access to a digital learning environment

The Selection Process

All parents and caregivers are given numerous opportunities to access information about the 1:1 Student iPad Program. This is done through school information sessions, emails, newsletter articles, social media and through conversations with relevant stakeholders. Following this, as detailed Expression of Interest process is conducted.

Terms and Conditions

1. Principals

- 1.1 In accordance with the Education (*General Provisions*) Act 2006, the cost of providing instruction, administration and facilities for education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

2. Parties Involved

- 2.1 This Agreement is between the State of Queensland acting through the Department of Education and Training {hereafter called "the School"} and Parent/Caregiver in relation to the use if ICTs at school.

3. Equipment

- 3.1 Unless a student is enrolled in the 1:1 student iPad Program, they will only access school owned devices while at school
- 3.2 Students are not to touch or use a device on school grounds that is not owned by the school. Specifically, no student is to touch or use another individual's device for any reason.

4. Rights and Obligations

- 4.1 The student has the right to use a school ICT only in accordance with this agreement and the school rules.
- 4.2 The parent/caregiver must comply with the agreement and ensure that the student complies with the *ICT Rules for Students* in relation to use of the ICTs at the school.

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- 4.3 To the extent that the *ICT Rules for Students* can apply to the parent/caregiver, the parent/caregiver must comply with the rules.
- 4.4 The parent /caregiver must also comply with their respective obligations under the *School's Student Network/Internet Access Agreement* and the *School's Internet Usage Policy*.

5. Connection to the Internet

- 5.1 At school, the carriage service and connectivity to the internet is governed by the *School's Student Network/Internet Access Agreement* and the *School's Internet Usage Policy* and the *Responsible Behaviour Plan*. The School reminds the parent/caregiver of their obligations under this agreement.
- 5.2 The department provides a web filtering system to protect schools from malicious web activity and inappropriate websites. Students' internet browsing on departmental owned iPads is filtered at school.
- 5.3 No web filtering system can be 100% effective and students and/or parents should notify the school as soon as possible if an unsuitable website is accessible when using the iPad so that the school can take appropriate action.
- 5.4 If internet access at home occurs through private internet providers and is unfiltered, it is the parent/caregiver's responsibility to monitor student internet usage. The School accepts no responsibility for consequences of internet access outside the school.

6. Improper Use

- 6.1 The parent/caregiver must ensure that the ICT is not tampered with in order to connect to internet services outside the school and that the ICT is not used:
 - for any illegal, pornographic, fraudulent or defamatory purposes;
 - for bulk transmission of unsolicited electronic mail;
 - to send or cause to be sent any computer worms, viruses or other similar programs
 - to menace or harass another person (or used in a way that would be regarded by a reasonable person to be offensive);
 - to transmit any harassing, obscene, indecent, offensive or threatening material or emails;
 - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
 - used in a manner which breaches school rules i.e use of iMessage and/or Facetime during school hours;
 - in a way that violates any laws, such as privacy laws.

7. Software

- 7.1 The software loaded on the ICT by the school is licensed to the Department of education and Training or the School. The parent/caregiver must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/caregiver may be held liable for any damages incurred.
- 7.2 Students have the right to install additional software onto their iPad from an iTunes account created by the parent/caregiver. It is the parent/caregiver's responsibility for any additional content placed on to the device. Student's installing BETA iOS builds may be required to have their iPads wiped and restored due to incompatibilities with the school's iPad management system, and Wireless network.

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7.3 The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student. Students are responsible for backing up any work or installed software on the ICTs.

8. Loss or Damage

8.1 The school Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.

8.2 Where an issued item is lost or negligently damaged, parents/caregivers may be responsible for the arrangement of the replacement of the device and/or lodgement of insurance claims.

8.3 The parent/caregiver and student must use their best endeavours to ensure that the ICT is kept in good condition, and that it is not damaged, lost or stolen.

8.4 The parent/caregiver must immediately notify the school if the iPad is damaged, lost or stolen.

9. Consequences

9.1 Breaches of the ICT rules will be handled in accordance with the school's Responsible Behaviour Plan

9.2 Failure to comply with this Agreement may result in the school loss of the ICT or suspension of use for a period of time.

ICT Rules for Students

1. The ICT is only to be used at school in the manner in which instructed by the teacher/school.
2. You can use the ICT for your own educational purposes at school. The ICT may be used for limited personal use but not for commercial purposes (e.g you cannot use the ICT for a apart-time job)
3. If you do not comply with these *ICT Rules for Students*, you will meet a member of administration and may not be permitted to use the ICT whilst at school. There may be other disciplinary consequences under the school's *Responsible Behaviour Plan* for students as outlined in *SMS-PR-021: Safe, Supportive and Disciplined School Environment* <http://education.qld.gov.au/startegic/eppr/students/smspr021/>
4. The school's *Student Network/Network Access Agreement* and *Internet Usage Policy* also apply to your use of the network/internet when you are accessing the internet using the ICT. You are reminded of your obligations under that agreement and policy.
5. You must not allow anyone else to use the ICT for their own purposes. You must not tell anyone else your account name and password outside of your parents/caregivers or teacher.
6. You accept responsibility for the security and care of the ICT while in your possession.
7. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important

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documents are backed up onto the school network drive, known as WebDav – W Drive or other classroom apps such as ‘Showbie’.

8. The app software loaded on the ICT is procured by the School. You must ensure that the software is not deleted for any reason at all.
9. Any personal data files stored on the ICT are not to be uploaded to school server(s) or storage solutions, unless approval is sought and given.
10. Images or sound captured by technology devices on the school premises or elsewhere must not be disseminated to others using the ICT, for the purposes of causing embarrassment to individuals or the School for the purposes of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.
11. You must not intentionally use the ICT or internet services to which it may be connected:
 - for any illegal, pornographic, fraudulent or defamatory purposes;
 - for bulk transmission of unsolicited electronic mail;
 - to send or cause to be sent any computer worms, viruses or other similar programs;
 - to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
 - to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
 - to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
 - in a way that violates any laws, such as privacy laws.
12. In particular you must not use the ICT (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

For more information about the Program and the ICT Rules for Students, contact:

Mr Christopher McMillan
Coomera Springs State School
cmcmi7@eq.edu.au



- Use only as instructed by Staff
- Correct storage in bag when coming to and from school with a protective case always on
- Use the school Wi-Fi/network when at school (including email and communication tools)
- Leave the device in the appropriate location
- Respect the privacy and permissions of others
- Use two hands when carrying the device
- Always be Cyber Safe

Be Safe

- Use only as instructed by Staff
- Always seek permission before taking photos or filming
- Plugged in correctly (when plugging in headphones or when charging school devices)
- Have clean hands when using the device
- Keep the device clean (regularly wipe screen, keyboard, headphones etc.)
- Respectful and gentle treatment of the device
- Appropriate language and tone
- Appropriate volume, with and without headphones

Be

Respectful

Be a

Learner

- Use only as instructed by Staff
- Always bring your device completely charged everyday
- Ensure that the correct apps are accessible
- Follow the problem solving matrix
- Know your user names and passwords
- Obtain and maintain an ICT Licence

Minor

- Warning
- Time out process
- Time off device
- Loss of Wi-Fi
- Loss of ICT licence
- Parent contact

Consequences

- Insight Room
- Suspension
- Major

Use and care of ICTs

Usage

- Avoid dropping or bumping the device.
- Don't place the device in areas that may get very hot.
- Don't get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Login correctly and logoff when finished.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Personalise technology devices with methods approved by the school, to ensure students do not get the devices mixed-up.
- Don't place objects on top of ICTs.
- Avoid exposing ICTs to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration.

Handling ICTs

- You still need to be careful with your iPad while it is in the bag. Do not drop the bag from your shoulder. Always place the iPad bag gently down.
- Be careful when putting the iPad in the car that no other items are on top of it and nothing will roll onto the iPad case.

Packing away ICTs

- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

Care of ICT Case

- The case should be fully closed before being carried.

ICT Display

- ICT displays are not indestructible. Do not excessively poke, prod push or slam. Do not slam the case cover closed.
- To clean your ICT display:
 - Switch off your ICT.
 - Rub with micro-fibre cloth.
 - Avoid applying excessive pressure to the screen.

AC Adapter

- Connect your adapter only to ICT
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter.

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Case Cleaning

- Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
- Gently rub ICT casing with the moistened cloth to remove any dirty marks.

Security

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify.

Software

- Don't copy any software from the School's ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Always adhere to licensing and copying agreements.
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

Batteries

- Don't crush, puncture or put a high degree of pressure on the back of the ICTs as this can cause an internal short-circuit, resulting in overheating.
- Don't get ICTs wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.



ICT Acceptable Use Agreement

1. I understand that I can only use ICTs as instructed by staff.
2. I understand that I am responsible for the device at all times and will pay associated costs to have the ICT repaired should it be damaged via careless or intentional misuse.
3. I will report faults and issues to school as first point of contact.
4. Whilst at school I will only use the iPad to support my school-learning program.
5. I permit the school to remove Data and Software from the device without parental consultation.
6. I am responsible to ensure important data is backed up regularly to an external source.
7. Whilst at school I will only use websites at school that support my learning activities.
8. I will be cyber safe and cyber smart when using the internet.
9. I will not share username or password with anyone unless requested to by an authorized member of the school's staff.
10. I will use the device lawfully and in accordance with the school's ICT agreement and Responsible Behaviour Plan.

Student Participation Agreement

I have read the *ICT Rules for Students* in this agreement.

I will keep my login details and password confidential. I understand that network audit logs contain information on the user logging in, the ICTs which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

I acknowledge my responsibility to use ICTs in accordance with these rules and understand the consequences should I fails to abide by these rules. These will be in accordance with the school's Responsible Behaviour Plan.

Student Name: _____

Signature: _____

Date: _____

Acceptance of Agreement

This Agreement is between the State of Queensland acting through the Department of Education (in particular via Coomera Springs State School) and the Parent/Caregiver in relation to provision of iPad equipment to the Student.

By completing and signing the **Participation Agreement: ICT Acceptable Use** form, the parent/caregiver is acknowledging they understand and accept the *Terms and Conditions* of this agreement.

Parent/Caregiver: _____

Signature: _____

Deputy Principal: _____

Date: _____