



## Student Participation Application and Agreement – eLearning iPad Program

### General Use

- I understand that it is recommended that **I bring my personal iPad to school every day**
- I will ensure the **iPad is charged** and ready to use at the beginning of each school day
- I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times
- I will **ensure my iPad is kept in my school bag on my trip to and from school**
- I will **keep food and drinks away** from my iPad at school
- I will **immediately report any accidents or breakages** to my parents and teacher
- I will seek permission from individuals prior to taking photos and recording sound or video
- I will follow all staff directions in relation to the use of my iPad
- I understand that if any damage to my iPad is through substantiated negligence of the school, the school will cover the cost of repair. If damage is caused by deliberate or careless action of the student (owner or otherwise) the costs of repair will be passed onto those involved and necessary behaviour consequences may apply. The decision around the responsibility for repair costs is at the discretion of the Principal

### Content

- I will use my iPad only to **support my school learning program** whilst at Ormeau State School
- I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit. I understand there will be **consequences** for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time
- I am responsible for ensuring my iPad is **backed up**
- I am responsible for ensuring my iPad is **regularly updated**

### Safety and Security

- Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am not permitted to access 3G Internet at school
- Whilst at school, I will **only go to websites** that support my learning activities
- I will only use my **school email account** for mail related to my learning
- I will be **cybersafe** and **cybersmart** when using the Internet
- I will demonstrate **etiquette** when using my iPad/other equipment with regard to other people
- I will **only take photos and record sound and video** when granted permission by my teacher
- The school name, logo or uniform must not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of such
- I will use my iPad lawfully and in accordance with the *Appropriate use/Behaviour of School Network guidelines* regarding **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data
- For security reasons, **I am not to share account names and passwords** with anyone else unless requested by Ormeau State School staff when servicing the iPad
- I am responsible for security and use of my iPad whilst at Ormeau State School. Lockable storage will be provided for students to place their iPad during breaks



I have read and understand the Ormeau State School eLearning iPad Program Information and Procedures Handbook and the Responsible Behaviour Plan for students. I agree to abide by the guidelines outlined in both documents.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the eLearning iPad Program Information and Procedures Handbook and Responsible Behaviour Plan, will result in consequences relative to the behaviour, to be determined by the school.

I understand these expectations also apply when using other school ICT equipment.

This policy is valid for the term of enrolment at Ormeau State School.

**Student's Name:** ..... **Year:** .....

**(PLEASE PRINT)**

**Student's Signature:** ..... **Date:** / /

**Parent's/Guardian's Name:** .....

**(PLEASE PRINT)**

**Parent's/Guardian's Signature:** ..... **Date:** / /

Office Use Only	
Date Returned	
Time Received	
Staff Initials	



## **Acceptable Use Policy – eLearning iPad Program**

This document defines the Acceptable Use Policy for students involved in the eLearning iPad Program at Ormeau State School. Its main purpose is to encourage the acceptable and responsible use of the facilities available to students through the provision of clear usage guidelines.

The eLearning iPad Program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

### **Ormeau State School deems the following to be responsible use and behaviour by a student:**

It is expected that students will use their own iPads, school computers and network infrastructure for:

- Assigned class work and assignments set by teachers
- Developing appropriate literacy, communication and information skills
- Authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school
- Conducting general research for school activities and projects
- Communicating or collaborating with other students, teachers, parents or experts in relation to school work
- Accessing online references such as dictionaries, encyclopedias, etc.
- Researching and learning through the Department's E-Learning environment

### **Ormeau State School deems the following to be unacceptable use and behaviour by a student:**

It is unacceptable for students to:

- Use Digital Technology resources in an unlawful manner
- Download, distribute or publish offensive messages or pictures
- Cyberbully, insult, harass or attack others or use obscene or abusive language
- Deliberately waste printing and Internet resources
- Damage any iPads, printers or the network equipment
- Commit plagiarism or violate copyright laws; (e.g. use of illegally downloaded games and music, and illegal sharing of games and music) use unsupervised Internet chat
- Send chain letters or spam e-mail (junk mail)
- Access 3G/4G networks on school premises (disable this feature prior to coming to school)
- Knowingly download viruses or any other programs capable of breaching the Department's networks security
- Handle and use another student's iPad without teacher authorisation

### **In addition to this Ormeau State School states that:**

- Students and their parents/guardians are responsible for the security, maintenance and integrity of their iPad and network accounts. Students and their parents/guardians are required to register their iPad with Ormeau State School prior to connecting to the school network and use their MIS details (e.g.: jsmit23) to protect their account. Under no circumstances should passwords be divulged to anyone within the school. If students have any reason to suspect that their account security may have been compromised or tampered with, it should be reported immediately to their teacher.
- Accidental damage to an iPad is the owner's responsibility. Students and their parents/guardians will be held responsible for the willful and deliberate misuse or inappropriate behaviour resulting in damage to another student's iPad. In the event of a dispute regarding the cause of damage to an iPad, the Principal will be the arbitrator.
- Information dispatched from the school network is a reflection on how the global community perceives the school. All students are encouraged to show that they are positive ambassadors for Ormeau State School. No obscene,



inflammatory, racist, discriminatory or derogatory language should be used in electronic mail or any other form of network communication.

- Students using the network must not at any time attempt to access other computer networks, accounts or unauthorised drives or files or other student's iPads without their permission and without them present.
- Students must not record, photograph or film any students or school personnel without the express permission of the supervising teacher. Identifying images, audio content and personal information must not leave the school (this information may be saved on the school server only).
- Students must get teacher permission before copying files from another student. Copying files belonging to another student without express permission may constitute plagiarism and/or theft.
- Students will not copy software, information, graphics, or other data files that may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- The school will educate students regarding cyber bullying, privacy considerations, safe Internet and email practices and health and safety regarding the physical use of iPads. Students have a responsibility to behave in line with these safe practices.
- iPads must have a protective case and screen protector on at all times. They must be clearly identified (e.g. engraved or labeled for security) with the student name.

**The following is to be READ and COMPLETED by both the STUDENT and PARENT/LEGAL GUARDIAN:**

- We have read, understood and accept the eLearning iPad Program Acceptable Use Policy
- We agree to abide by the above rules
- We are aware that any breaches of this document may result in my child's immediate removal from the eLearning iPad Program for a specified period as per the school's Student Responsible Behaviour Plan and in relation to the severity of the offence

This policy is valid for the term of enrolment at Ormeau State School.

**Student's Name:** ..... **Year:** .....  
(PLEASE PRINT)

**Student's Signature:** ..... **Date:** / /

**Parent's/Guardian's Name:** .....  
(PLEASE PRINT)

**Parent's/Guardian's Signature:** ..... **Date:** / /