CODE OF CONDUCT FOR THE USE OF
INFORMATION and COMMUNICATIONS TECHNOLOGIES (ICTs)

We live in a digital age and a society where we have substantial access to a wide range of technological devices. The use of ICT devices at the College allows students opportunities to enhance their learning, creativity, communication skills and organisation beyond the constraints of more traditional resources. The ability of these devices to access information and openly communicate with others needs to be used responsibly to ensure learning is enhanced within a safe environment that continues to respect the dignity of others. It is every individual's responsibility to ensure that they use technology in a safe and responsible way. As a College community we are committed to integrating technology into the classroom information and communications technologies (ICTs) refer to any electronic device or related application which allows the user to record, send, access or receive information in the format of text, image, audio or video.

Acceptable Use Policy of Internet and Network Services

At Mater Maria Catholic College, internet and network services are used to enhance teaching and learning through the use of digital information and communication technologies for communicating, publishing, research and for learning skills. To provide a safe, controlled environment at school, students should only ever access the internet and email facilities through the filtered and monitored network provided by the College's wireless network service. As a result, unacceptable use of the College's computer systems and/or network enabled personal devices, which include the use of the internet and email facilities, will not be tolerated. Actions contrary to this would be treated very seriously. Rules for Acceptable Use of Internet and Network Services at Mater Maria Catholic College are consistent with policies provided by the Catholic Diocese of Broken Bay Schools Office. The College policy states:

Personal Safety
Students must not:
- post or publish personal contact information about themselves or their families without permission from their parent/guardian. Personal contact information includes address, telephone, College address, parents' work addresses, email addresses, etc.
- publish a picture/video/or voice recording or e-mail a picture/video/or voice recording of themselves or others without first checking with the teacher.
- meet with someone they have met on-line without their parent/guardian's approval and participation.

Unlawful Use
The use of the College's internet and network services must at all times comply with State and Commonwealth laws. It is a criminal offence to intimidate or harass another person on-line or produce, disseminate or possess images of a person that may be classified as pornography.

Privacy Issues
Students must not:
- post or publish private information about another person.
- re-post a message that was sent to them privately without the permission of the person who sent them the message.
- send items of a sensitive or confidential nature by e-mail without prior clarification with the addressee.
- post or publish a picture/video/or voice recording of any person without their consent.

Copyright and Plagiarism
- Students must not make any reproduction or copy material protected by copyright without the approval of the copyright owner.

- Students are to cite and reference the sources of words, images, music, ideas or information used.
- Computer software must only be used in accordance with licence arrangements.

Access
- Students should only ever access the internet and email facilities through the filtered and monitored network provided by the Catholic Diocese of Broken Bay Schools Office via the College's wireless network.
- Students must not attempt to gain unauthorised access to any information resources, systems or networks.
- Students must not log-in through another person's account nor interfere with another user's files or folders.

Inappropriate Use
- Students must not use the College's internet and network services to download, display, print, create, save or transmit materials that:
    - use obscene, threatening, or disrespectful language
    - are pornographic, advocate illegal or violent acts or advocate discrimination towards other people
    - cause offence to others or constitute bullying behaviours
- If students accidentally access inappropriate material they must:
    - not show others
    - turn off the screen or minimise the window and
    - report the incident to a teacher immediately
- Students must not use the College's internet and network services for personal financial gain, gambling or advertising

Network Security and Operation
Students must not
- deliberately engage in any activity that may disrupt the service's performance or destroy data
- intentionally spread computer viruses
- post chain letters or engage in "spamming"
- download or upload any application without the permission of the teacher
- move fixed equipment or cables

Students must report any breakages or malfunction to the teacher

Monitoring
Student use of ICT and internet and network services will be monitored.

Agreement
I have read and understand the College's Rules for Acceptable Use of Internet and Network Services. I will use the College's computers and internet and network services in a responsible way and obey these rules.

The College's email system is provided through Google Apps. Consequently student emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. In signing this agreement you consent to this transfer, processing and storage of that information.

College/CSO personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. In signing this agreement you consent to such access, use and disclosure.

I understand that if I break the above rules, I will be subject to appropriate disciplinary action by the College. This may include the loss of internet and network access for some time, as determined by the Principal or delegate. I may also be the subject of a notification to the appropriate authorities if I am involved in publishing or sending unlawful material.

Note: consent to this policy is provided when signing the iPad Student Code of Conduct for the Mater Maria Catholic College 'BYODD' iPad Program.

Student Use of Mobile Telephones and other Personal Electronic Devices

Mater Maria Catholic College acknowledges the availability and reality of students carrying mobile telephones (and similar electronic equipment) in the twenty first century. Mobile telephones must be used responsibly and never interfere with the teaching and learning process at the College.

The expectations are designed to encourage smart, safe and responsible use of technology:
- Students are not permitted to access the internet through their mobile telephone or other personal electronic device(s) on the College grounds at any time without explicit teacher permission and supervision.
- The use of mobile telephones is strongly discouraged throughout the school day. Mobile telephones (or other personal electronic devices) must be switched off and remain out of sight during class time, unless explicit permission is given by the teacher for its use. If the mobile telephone/device is seen in class, the telephone/device will be confiscated by the teacher. It may be collected at the end of the day from the Gilroy Building Student Services. Accompanying this confiscation will be a lunch detention and a warning letter articulating the consequences if the telephone is confiscated again. If the telephone is confiscated a second time within a school term, a further detention will be issued. In addition, the telephone will not be returned until parents have contacted the Pastoral Coordinator regarding the matter. This may not be on the same day depending on the availability of the Pastoral Coordinator.
- Parents are encouraged to arrange travel arrangements ahead of time and refrain from contacting their children during the school day. Should parents need to communicate an urgent message to their child, the College Administration office should be contacted and will arrange for the student to contact their parents. This also applies to students who fall ill during the school day. Students are not permitted to circumvent the College procedure by ringing their parents on their mobile telephone and/or arranging a lift home without the College Administration Office's knowledge.
- Video and camera facilities on personal devices including mobile telephones may only be operated at the College under the direct supervision of a teacher and with the consent of those being filmed. Privacy laws state that images cannot be posted on the Internet without consent of those being photographed.
- Earphones and/or headphones should only be used to listen to educational content as instructed by the teacher in a class setting. Students should not have earphones connected to mobile phones or similar electronic devices during recess and lunch - the College believes it is important for student wellbeing that students have opportunities to socialise with friends without using technology. It is also important for students' hearing to only use earphones at a reasonable volume for short periods of time.

The College takes no responsibility for loss or damage to mobile telephones (and similar electronic equipment) whilst at the College.

**iPad Student Code of Conduct & User Agreement for the
Mater Maria Catholic College 'BYODD' iPad Program**

The College *'Bring Your Own Designated Device' - iPad program* has been developed to enhance the learning experience for students. Like all ICT resources, the iPad is a tool that has great potential to enhance the learning experience for our students however if not managed correctly it also has the potential to distract students that choose to use the device for purposes other than the outcomes being addressed in each lesson. With this in mind the success of this program is reliant on students using the device in a responsible manner and under the guidance and supervision of the classroom teacher. Although the iPad brought to school is owned by the parents/students, the classroom teacher will be in total control of when and how the iPad will be used by students. Like any resource it is the teachers' professional judgement that determines how best it can be used to deliver the outcomes of the subject.

The following guiding principles outline College, student and parent responsibilities and the expectations which are to be adhered during the Mater Maria Catholic College iPad program.

College Expectations for students which are to be followed at all times:
1. To provide a safe, controlled environment at school, students' iPads are to be connected to the College provided Wi-Fi only. This means that the device will be connected to a mobile device management system that can monitor and control access to various iPad functions, software and apps. No iPad should be connected to other networks directly or through other devices eg 'hot spotting' through a mobile telephone is not permitted. 3G/4G sim cards should be removed if the student has a cellular enabled iPad.
2. The College reserves the right to inspect and/or disable and/or delete or add content using the mobile device management system. Please note that this will only affect the usage of the iPad when connected to the College provided network. If inappropriate or distracting apps are deleted from a student's iPad the apps can be reinstalled at home however some data contained within the apps may be lost if not backed up. The College reserves the right to take this level of control over the device should there be issues that result in a negative impact on learning.
3. It is each student's personal responsibility to ensure that their iPad is fully charged at the beginning of each school day. The device has been specifically chosen because the long battery life will last a full day, assuming it is only used for educational purposes.
4. Students and their parents are responsible for ensuring that the College's 'Prescribed Apps' are downloaded onto their iPads from the Apple App Store for first day of use. Students are not to use the College network for downloading any apps or other material unless instructed to by a teacher. The College will formally communicate via email/Parents Note Portal on the College website the 'Prescribed Apps' and updates of the iOS system. This is formally advised to ensure that the iPad is fully functional and supported in the College's network environment.
5. Students must use their personal username and password when using the College network. A student's password must not be given to or shared with any other person. Students must secure their iPad and operate a passcode to secure the device against unauthorised access and use. Students are encouraged to set this function with a lockdown after fifteen (15) minutes of non-use.
6. Students are responsible for ensuring that they manage their own files and back-up their work, especially those required for assessment purposes. Loss of data because of a computer malfunction or user error is not an acceptable reason for failing to meet assessment deadlines or due dates.
7. Although not every lesson will include iPad use, students are required to bring their iPad, written work book and other requirements every lesson. Failure to bring the iPad to a lesson will incur the same consequence as failing to bring other required equipment.
8. The iPad should be left on the classroom desk face down/cover shut until the teacher instructs the use of the device. Whenever the iPad is not being used directly for educational purposes the cover should be kept closed, especially during class discussion or when the teacher is providing instructions.
9. Students should mute their iPads during class and use earphones to listen to educational content.

10. Gaming, video watching and listening to music is only permitted for educational purposes under direct teacher supervision. Inappropriate media may not be used as screen savers or wallpapers on the iPad.
11. Students should only use social media apps for collaboration in specific learning activities under the direct supervision of teachers. The use of social media apps for general communication at the College is not permitted.
12. Students must not use the College communication systems to harass or bully any other person.
13. Students' iPads are never to be left unattended, at any time.
14. Students should not let other students use their iPads. If a student uses another student's iPad they are automatically breaking the guidelines by using another student's account. This is a serious breach of policy and will be dealt with accordingly.
15. It is the students' responsibility to keep their iPad protected. Students are encouraged to have their iPad in a heavy duty protective case. Additionally students must never throw, sit, stand or stack heavy objects on any school bag. The College strongly encourages that parents purchase the extended Apple warranty for the iPad and have the iPad covered under their house insurance. Physical damage to the device is not covered by the College insurance policy and will not be covered using College funds.
16. Students may not use their iPads in the playground during recess and lunch. All iPads and earphones should be stored in school bags whilst in the playground or moving between classes. Students can use iPads in the Information Centre (library) during breaks to complete assessment and home work only.
17. Students are encouraged to contact the iPad technician based in the Information Centre (library) for any help they require in iPad related matters. Students should not expect to have their issues attended to immediately although every effort will be made to resolve issues as quickly as possible.
18. Students should not ignore issues with their iPad, even if they seem relatively minor. They must report these to their parents/guardians as soon as they notice them. This is important as they could affect the warranty/ insurance of the device.
19. On days such as sporting carnivals, walkathon, camps etc students should leave their iPads at home. In the case of excursions teachers will indicate whether iPads should be brought to the excursion.
20. That you agree and give permission to Mater Maria Catholic College, to enrol in and install all necessary settings, software, files and applications required to support the educational and administrative requirements of the College's 1:1 iPad Programme.

Loss or Damage
All repairs and replacement arrangements are the responsibility of the student and their parent/guardian.

TIPS FOR PARENTS TO
MANAGE AND MONITOR ICT USAGE OUTSIDE OF SCHOOL HOURS

The iPad is a mobile device that is highly flexible and can assist students completing their school work, home work and assessments in a wide range of contexts. This feature does require students to use the device responsibly even when they are not directly supervised. The use of the device after hours should be subject to the parental supervision in the home. The College does not accept responsibility for monitoring the manner in which the device is used out of school hours.

The iPad has a number of built in parental controls that can be used to monitor and restrict the time the device is used and particular access to the internet and software. Parents are encouraged to investigate these controls and set up clear expectations of usage and procedures for monitoring usage with their children.

Be Informed
Be informed about the risks and benefits of Internet access. Understand about instant messaging, forums, personal spaces like Twitter, Facebook and Snapchat. *The College has stressed to the students that the Internet is anonymous and you never know who you are speaking to, that personal spaces are open and easily accessible to all and that personal information should never be published for the whole world to see.*
All Apps have a classification rating and a suggested age range - these can be used as a guide but it is important to investigate the content of the App before it is loaded on the device for your child to access.

Be In View
Computers, mobile devices and mobile telephones should never be used in student's bedrooms, instead used in a family space to prevent inappropriate use. Where possible store your child's device in view. Try to keep Internet activity in an active and well visited part of the home. It is easier to be informed and interested when you can see the sites they are visiting, the friends they are making and talking to, or the spaces they are creating. This also limits access to inappropriate and unacceptable sites.

Be Interested
Be interested in what your child does on their computer/device and who they are talking or chatting to. Parents should ask their child to show their spaces and their work. *Discuss with them the risks of revealing personal information such as their name, address or photos. Explain to them the dangers of meeting in person the "friend" they have met on the net.*

Be In Control
When technology is used responsibly it can bring wonderful benefits to learning however this needs to be moderated. Many children (and some adults) do not have the ability to self-regulate their usage of technology especially social media and gaming. It is the responsibility as parents to set the guidelines for their children to maintain a healthy lifestyle for their children. It is best to set up these expectations as a parent as soon as the device enters the child's life. A specific amount of screen time should be determined and a curfew should be set. To assist with student's sleeping patterns devices should be switched off and left out of bedrooms. It is advised to have the student's iPad and mobile phone charging in a room other than their bedroom overnight.

At home it is recommended that you:
- Find out how your child uses the Internet and who else is involved in any online activities.
- Have computers with Internet access in a shared place in the house – not your child's bedroom.
- Ask questions when your child shows you what they are doing, such as:
  - How does it work and how do you set it up?
  - Who else is sharing this space or game? (do you know them or did you 'meet' them online?)

- o Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
- o What are you doing to protect yourself or your friends from these potential dangers?
- o When would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Statistics show that students will not approach an adult for help because:
- o They might get the blame for any incident.
- o They don't think adults "get" their online stuff.
- o They might put at risk their own access to technology by either: admitting to a mistake or highlighting a situation that might lead a parent to ban their access.

We are living in a technology rich time that requires us to at least be aware and present to the risks that the inappropriate use of technology can have on our young people. Unfortunately even if we are not tech savvy or interested in using the technology ourselves, we can't ignore the need to monitor and support our children in making the right decisions when using technology.

Overarching Agreement 2017 iPad 1:1 Programme

I/we have read and agree to the following policies and expectations and agree to the terms and conditions of use stated in these polices. I understand that by signing this agreement, I will work within the Terms and Conditions of the:

- *Code of Conduct for the Use of Information and Communications Technologies (ICTs)* including the *Acceptable Use Policy of Internet and Network Services* and the *Acceptable Use of Mobile Telephones and other Personal Electronic Devices*.
- *iPad Student Code of Conduct & User Agreement for the Mater Maria Catholic College 'BYODD' iPad Program.*
- *Bring Your Own Device (BYODD)Year 7 iPad Programme 2017*

Student's name: _____

Student's Signature: _____   Date: _____

Year group in 2017: _____

I/we understand this agreement and will support the College in its implementation of the iPad program. In the event of damage, I/we understand that I/we will be required to cover the costs of replacement and/or repair.

Mother/Guardian Signature: _____   Date: _____

Father/Guardian Signature: _____   Date: _____

Please return this to the College Administration drop box or email to **techservices@dbb.catholic.edu.au** by Friday November 25, 2016. Please note your child's iPad will not be issued or enrolled for use in the College's networked environment until this agreement has been received.