



OXLEY STATE SCHOOL

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Oxley State School BYO iPad Acceptable Use Policy

This document defines the Acceptable Use Policy for students involved in the Oxley State School BYO iPad Program. Its purpose is to encourage the acceptable and responsible use of the facilities available to the students through the provision of clear usage guidelines. Students authorised to use the school's network also have Internet and Electronic Mail access.

Oxley State School's vision for technology use is *"Harnessing the full potential of technology to transform learning, preparing creative, critical thinkers for a changing world"*. In line with this vision, the aim of the BYO iPad program is to increase engagement and deepen learning for our students, through innovative and meaningful use of technology. The opportunities provided for our students in the BYO iPad program will enhance their creativity and empower them to develop essential skills for school, the workforce and life.

Oxley State School deems the following to be responsible use and behaviour by a student:

It is expected that students will use digital resources 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, as supervised and approved by the school
- Accessing online references such as dictionaries, encyclopaedias, etc.
- Researching and learning through the Department's e-learning environment

Oxley State School deems the following to be unacceptable use and behaviour by a student:

It is unacceptable for students to:

- Use the IT 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 misuse printing and internet resources
- Damage any electronic devices, 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 3/4/5G 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 another student's iPad without teacher authorisation
- **Access any social media applications, e.g., Messages, WhatsApp, Facebook**



In addition to this, Oxley State School states that:

- Students and their parents/guardians are responsible for the security, maintenance and integrity of their individual iPads and their network accounts. From home, students and their parents/ guardians are required to register their iPad with Oxley State School (using the Intune Company Portal) **prior** to connecting to the school's network using their MIS details (e.g., jsmit23). Under no circumstances should passwords be divulged to any other user on the system. If users 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 device owner's responsibility. Students and their parents/guardians will be held responsible for the wilful 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 using the school's system are encouraged to show that they are positive ambassadors for Oxley 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 system must not at any time attempt to access other computer systems, accounts or unauthorised network drives or files or to access other people'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 and the individual concerned. Identifying images, audio content and personal information must not leave the school (this information may be saved on the school server only), nor be stored on any non-EQ cloud storage (e.g. iCloud, Google Drive).**
- Students must gain teacher permission before copying files from another user. Copying files that belong to another user 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, safe Internet and email practices, and health and safety regarding the physical use of electronic devices. Students have a responsibility to behave in line with these safe practices.
- iPads must have a heavy-duty protective cover at all times. All iPads must also be stored in a protective carry case when not in use. All iPads must be clearly identified with the student's name.
- The iPad must meet the minimum requirements as set out in the BYO iPad Program Parent Handbook.
- A unique passcode or passphrase is required to be placed on all BYO iPads.
- The required apps or programs must be loaded onto the iPad prior to the device being used. iPad apps are provided via the Intune Company Portal app.
- If the BYO iPad is 3G/4G/5G capable, it must be disabled in the school environment.
- VPN's must be disabled on the iPad, to ensure iPads can connect to EQ networks.
- **On arrival at school, iPads are to remain in school bags. Students must sit with their bags before school, until the 8:30am bell, when the bags are taken to a designated area.**
- Teachers and parents (in presence of the student) may perform checks to monitor that there is no illegal/unsuitable software applications and content, and to check the websites which are visited are appropriate. There will be consequences for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time.
- Students are to provide access to the iPad for the purpose of connecting, monitoring and mirroring of student work in class.



Student BYO iPad Participation Agreement

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

- We have read, understood and accept the BYO iPad Acceptable Use Policy and Student Code of Conduct (found in the Quick Links of the main page of the Oxley State School website).
- We agree to abide by the above rules.
- We are aware that any breaches of the BYO iPad Acceptable Use Policy may result in limited or no access to digital devices for a specified period as per the school's Student Code of Conduct and in relation to the severity of the offence.

General Use

1. I understand that I need to bring my personal iPad to school each day, unless otherwise instructed by my teacher.
2. I will ensure my iPad is fully charged at the beginning of each school day, and understand that it cannot be charged at school.
3. I will leave the iPad charger at home.
4. I am required to keep my iPad in my school bag on my trip to/from school.
5. I will keep my bag with me at all times before school, until the 8:30am bell, when I will take it to my class's designated area.
6. When I am not using my iPad, I will store it in the allocated storage box in the lockable iPad cupboard in my classroom, as directed by my teacher.
7. I will hold the iPad with two hands when carrying it and will walk with it at all times.
8. I will keep food and drinks away from the iPad at school.
9. I will immediately report any accidents or breakages to my parents and my teachers.
10. If damage is caused by deliberate or careless actions of a student (owner or others), the costs of repair will be passed on to those involved and necessary behaviour consequences may apply.
11. I will not use my iPad before or after school, or at break times unless with teacher supervision.
12. At times, I may be asked to work with other students for the purposes of collaboration, however other students must not use my iPad.
13. I will not allow other students to be in possession of my iPad.
14. I will ensure date, time and region are correct on my iPad.

Content

1. Whilst at school, I will only use my iPad to support my school learning program.
2. I permit my teachers and parents (in presence of the student) to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit.
3. 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.
4. I am responsible to ensure my iPad is backed up.
5. I understand that if any inappropriate content appears on my iPad, I am to immediately turn off the screen of my iPad and take it to my teacher.

Safety and Security

1. Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service (EQNET/ iDET). I am not permitted to access 3G/4G/5G Internet at school.



2. I will provide my teacher/ school staff full access to my iPad through the Classroom app.
3. Whilst at school, I will only go to websites that support my learning activities, as instructed by my teacher.
4. Whilst at school, I will only use Airdrop if directed by my teacher.
5. I will be cybersafe and cybersmart when using the Internet.
6. I will demonstrate etiquette when using my iPad and other equipment with regard to other people.
7. I will only take photos and record sound or video of staff and students, when granted permission by my teacher and the individual concerned.
8. I will not store images, video or sound created at school on iCloud services.
9. The school name, crest or uniform will not be used without permission from the Principal, or 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.
10. I will use my iPad lawfully and in accordance with the Oxley State School Student Code of Conduct.
11. For security reasons, I am not to share account names and passwords with anyone unless requested by Oxley State School, when servicing my iPad.
12. I am responsible for the security, safety and use of my iPad while at Oxley State School.
13. **I will not use the Messages app or other messaging apps or websites while at school.**

I (the student) understand that if the above conditions are not followed, I will **not be granted permission to use the iPad** or other digital devices at Oxley State School for a period of time determined by my class teacher and the Principal. I understand that if I regularly breach the Student BYO iPad Participation Agreement, the authorisation to use my iPad at school will be removed for a longer period of time.

Name of Student: _____ Class _____

Student Signature: _____ Date _____

Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date _____

Please complete and return this Student BYO iPad Participation Agreement to the classroom teacher.

Dan Nielsen
Principal