Statement

The purpose of this policy is to provide clarity of the processes and procedures for the use of iPads at MacKillop Catholic College.

Definition

<table>
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<th>Term</th>
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<tr>
<td>College</td>
<td>MacKillop Catholic College.</td>
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<td>ICT</td>
<td>information and communications technology.</td>
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<td>iPad</td>
<td>a tablet computer.</td>
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<td>Technology</td>
<td>the branch of knowledge that deals with the creation and use of technical means and their interrelation with life, society, and the environment.</td>
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<td>Appropriate</td>
<td>suitable or fitting for a particular purpose, person, occasion.</td>
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<td>Digital Citizenship</td>
<td>the norms of appropriate, responsible behaviour with regard to technology use including privacy, safety and security.</td>
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<td>Jailbreaking</td>
<td>jailbreaking is the process of removing the limitations imposed by Apple on the iPad.</td>
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<td>Plagiarism</td>
<td>plagiarism is taking the work of others and presenting it as if they were your own.</td>
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<td>Vandalism</td>
<td>any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components.</td>
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Rationale

“Successful learners ... have the essential skills in literacy and numeracy and are creative and productive users of technology, especially ICT as a foundation for success in all learning areas” (Melbourne Declaration on Educational Goals for Young Australians December 2008)

The intent of the iPad program at MacKillop Catholic College is to provide tools and resources for today’s learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of iPads is a way to continue to empower students to maximise their full potential and to prepare them for future study. Effective teaching and learning with iPads integrates technology into the curriculum at any time and any place.

This policy, attached procedures and information within this document apply to all iPads used at MacKillop Catholic College, and includes any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classrooms.

The College endeavours to continue to provide ICT that:

- personalises and extends student learning;
- enhances planning for professional learning to improve teacher quality;
- supports connected learning beyond the College;
- supports systems for safe and appropriate access and management of digital learning and teaching resources.
Principles of Use at the College

Use of these technologies is a privilege that carries responsibility and behavioural expectations consistent with all College rules and policies, including, but not limited to, those stated in other College policies as listed in the appendix to this document. In all teaching and learning situations the College will endeavour to give equal access to the use of iPad technology in classrooms where iPads are being used.

It is understood that members of the MacKillop Catholic College community will use all types of computing devices and the College’s network in a responsible, ethical and legal manner at all times. The use of iPads will be allowed according to the guidelines set forth in this document and after students and parents have signed the iPad Use Agreement (appendix 1).

As the iPad is connected to the College network, the College reserves the right to view or scan any file or software stored on the iPad. Individual iPads will be randomly checked, and the College has a right of access to the contents of stored computing information at any time for any purpose. Signatory to the iPad Use Agreement and/or purchasing agreement with the College accepts the College’s rights. No files or software stored on the iPad will be deemed private and confidential to students or parents.

Acceptable Uses

Digital citizenship refers to appropriate behaviour and conduct within an online community. Students will be expected to demonstrate appropriate digital citizenship by adhering to the acceptable uses outlined below. Students must:

5.1 Respect the aims of the College iPad program:
• bring a charged iPad to school every day;
• use ICT equipment and resources for educational purposes only when connected to the College network, and
• leave the iPad charger at home in a safe place.

5.2 Respect others:
• follow the same standards of behaviour online as you are expected to follow in real life;
• observe copyright rules by respecting the information, ideas and artistic works of others;
• acknowledge the author or publisher of information from the Internet and do not claim the work as your own, and
• use the iPad in a responsible manner and comply with the “covers closed” request from teachers.

5.3 Keep safe online:
• keep passwords, personal details and work secure, and
• always get teacher permission before publishing any personal information, photos or video online.

5.4 Respect equipment:
• protect iPad – physically e.g. when carrying or storing the iPad.
Student Activities Strictly Prohibited

- legal installation or transmission of copyrighted materials.
- any action that violates existing College and/or TCEC policy or public law.
- sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
- use of chat rooms or social media.
- use of any messaging services-e.g.: MSN Messenger, ICQ, AIM, IMO, etc.
- non-educational games. Only educational games, which in no way contradict our mission as a Catholic College, may be used with permission of a teacher.
- use of outside data disks or external attachments without prior approval from the administration.
- “jailbreaking” of your iPad.
- spamming-sending mass or inappropriate emails.
- gaining access to other student’s accounts, files, and/or data.
- use of the College’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- vandalism of College equipment.
- transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- bypassing the MacKillop Catholic College web filter through a web proxy.
- using another student’s iPad.

User Applications

Applications will be listed on the College booklet. Any additional applications will be advised by the College as required. Students who do not have the required applications loaded onto their iPad will be deemed not to be organised for class and hence the normal consequences for poor organisation will apply.

Students will be expected to have a separate ‘gmail’ email account which will give them access to a separate College Apple iTunes account. This account will only be used for appropriate educational material (eg. Apps, photos, movies etc). Parents will be responsible for setting up and monitoring this separate iTunes account.

Liability

The College will not be liable for any loss or damage as a result of use of the iPad. The content of this Agreement can be changed at the College’s discretion at any time without notification, as experience of the iPad program unfolds.
**iPads Left in Unsupervised Areas**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include but are but limited to, the College grounds, computer lab, library, unlocked classrooms, toilets and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the College Office and stored by the office in a locker drawer.

**Insurance**

Insurance cover and associated claim excesses will be at the responsibility of the family.

**Agreement**

All parents/guardians and students will be required to sign the iPad Use Agreement which incorporates the appropriate use of iPads as well as covering the financial obligations. This Agreement is to be signed and then submitted on or prior to the day that the iPad is collected from the College. Your son/daughter will not have access to an iPad until this agreement has been signed and submitted.

**Associated College and TCEC Policies**

MacKillop Catholic College Information & Communication Technology Policy
MacKillop Catholic College Behaviour Management Policy
MacKillop Catholic College Privacy & Confidentiality Policy

TCEC Cyberbullying Policy
TCEC Anti-Discrimination & Bullying Policy
TCEC Equity Policy
TCEC Computer Usage Policy