



**Immanuel
Lutheran
College**

Primary School iPad Acceptable Technology and Device Use Guidelines



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1.0 Primary School Ipad Acceptable Use Guidelines

This document provides you with general guidelines for the safe and appropriate use of the iPad while at school and home.

2.0 Users Responsibilities

- 2.1** Users must use the protective cover supplied for their iPad.
- 2.2** The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc) on top of the iPad.
- 2.3** Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- 2.4** Do not subject the iPad to extreme heat or cold.
- 2.5** Do not store or leave unattended in vehicles.
- 2.6** Users may not photograph, record or share images of any other person, without that persons' consent and the teacher's permission at school.
- 2.7** The iPad is subject to routine monitoring by Immanuel Lutheran College. Devices must be surrendered immediately upon request by any member of staff.
- 2.8** Users in breach of the **Network and Devices Agreement** document (appendix A) may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- 2.9** Users will update their iPad to the latest version made available to them on their devices.

3.0 Additional Responsibilities for Students

- 3.1** If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad.

4.0 Safeguarding And Maintaining as an Academic Tool

- 4.1** Apps not issued by the college must not be placed on the iPad.
- 4.2** iPads are required to be charged at home and be ready for use in school. iPad charger is to remain at home
- 4.3** Items need to be saved to the student's OneDrive.
- 4.4** Storage space on the iPad is limited. Academic content and applications managed by the college are only to be stored on the iPad
- 4.5** When not being used, iPads should be kept securely in the classroom.
- 4.6** It is a user's responsibility to keep their iPad safe and secure.
- 4.7** iPads belonging to other users are not to be tampered with in any manner.
- 4.8** If an iPad is found unattended, it should be given to the nearest member of staff.
- 4.9** Sites such as YouTube are to be used under the guidance and supervision of the teacher.
- 4.10** Devices may be recalled for maintenance at the College's discretion. This may require devices to be reimaged. It is the students' responsibility to ensure files are stored in a secure location on OneDrive.
- 4.11** Only college managed education Apple ID's are to be used on the iPad

5.0 Lost, Damaged or Stolen Device

- 5.1** If the iPad or Apple Pencil is lost, stolen or damaged, the Head of Primary School must be notified immediately.



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6.0 Insurance and Replacements Due to Loss, Theft or Accidental Damage

6.1 Should a student lose or have their iPad and/or Apple Pencil stolen, they must report this to the Head of Primary School as soon as possible. There will be an excess of up to \$469 payable by families to replace lost or stolen devices. A replacement device will only be issued upon payment of the excess and receipt of the Lost / Stolen Property report lodged with Queensland Police Service.

6.2 Should a student damage their iPad or Apple Pencil, they must also report this to the Head of Primary School as soon as possible. Under our ADP insurance agreement, incidences of damage to the device will incur an excess charge per incident of up to \$150 per incident.

6.3 The College has a service agreement with external providers, which will ensure repairs on faulty and damaged machines covered under warranty. During this time the student will have access to a temporary loan device. This device may be recalled by the Technology Services Department at their discretion if parents delay authorising repairs.

6.4 During the school day when devices are not being used (i.e. lunch, Physical Education etc), students will be required to store their device in their classroom. CCTV cameras have been installed around the school with 24/7 playback to assist with security monitoring. All students will be responsible for securing their own device, and should the above procedures not be followed, insurance may not cover theft, loss and/or damage.

6.5 The iPad remains the property of Immanuel Lutheran College until all fees are paid in full. The College reserves the right to retain possession of the device whilst fees remain overdue. If the overdue account is not settled within 6 months of the conclusion of the rental period, then the right to ownership is deemed to be forfeited.

6.6 If a student exits the program prior to this term or commences part way through a rental program, there may be an option to pay out the balance of the rental amount or to hand back the device if the device is surplus to the college's need. Please note the device will not be available to purchase in the first year of the program. Requests for purchase in the 2nd and third year of the rental will be at the discretion of the College.

7.0 Hotswaps

5.1 If a student must await the repair or replacement of their iPad they may receive approval to borrow an iPad for the duration of the repair/replacement period. Upon completion of the repair/replacement, the iPad must be returned to the Technology Services Helpdesk. All applications for loan iPads must be made to the Technology Services department to receive a temporary loan iPad. All repairs to the device must be made via the College's Technology Services department.

5.2 When the iPad is brought to school uncharged or loses charge in the course of the day (a portable battery pack can be loaned from the Innovation Hub for the day).

8.0 Prohibited Uses (Not Exclusive)

8.1 Accessing Inappropriate Materials – All material on the iPad must adhere to the **Network and Device Agreement Appendix A**. Users are not allowed to send, access, upload, download or distribute offensive, threatening, illegal, pornographic, obscene, or sexually explicit materials.

8.2 Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.



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8.3 Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

8.4 Images of other people may only be made with the permission of those in the photograph.

8.5 Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher.

8.6 Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.

8.7 Misuse of Passwords, Codes or other Unauthorised Access - Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

8.8 Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

8.9 Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

8.10 Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school. Users should be aware of and abide by the guidelines set out by the **Network and Device Agreement Appendix A**. Immanuel Lutheran College reserves the right to confiscate and search an iPad to ensure compliance with these Acceptable Use Guidelines.

9.0 Appendix A: Network and Device Agreement

Network and Device Agreement

Welcome to the Immanuel Lutheran College ILC network. If you choose to continue, you are agreeing to comply with and be bound by the following terms and conditions of use. If you disagree with any part of these terms and conditions, do not continue.

Use of Immanuel Lutheran College devices, ILC computing and network facilities should be legal, appropriate, responsible and kind (LARK), reflecting Christian spirit, values and community standards. Using digital devices at school and connecting to the College network is a privilege which that will continue while the user displays the qualities of good digital citizenship.

Network users will:

- Keep their personal information (e.g. phone numbers, address, passwords) and that of others private.
- Show respect for themselves and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.
- Change their password immediately if they suspect it might be compromised

The College recognises each user's right to privacy and the right to use network services as freely as possible. However, monitoring and logging of network usage may occur to ensure that the integrity of the network is maintained.

Network users may not:

- Allow the use of computing devices to interfere in any way with their school responsibilities.
- Access or transmit any content that would be considered offensive in the judgment of the Principal or



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delegates because of pornographic, racist, violent, abusive, illegal, illicit or other content.

- Attempt to undermine, hack or bypass any hardware or software security mechanisms on the ILC network or any other network.
- Use network facilities or mobile devices inappropriately (e.g. playing games, knowingly passing on malicious content e.g. spam, viruses or worms).
- Use network facilities for commercial, advertising, or political purposes.
- Cyberbully by using obscene, harassing or abusive language or by passing on such content.
- Download or use software, games, music, graphics, videos or other materials in violation of copyright laws.
- Use another person's data without permission. This includes reading their email or private communications without permission or transmitting private information given in confidence. This also includes photographing or videoing any person without the specific permission of that person and a teacher.

10.0 Student Agreement (signed electronically)

1. I will take good care of my device/s and agree to be responsible for damage to the device/s whilst in my care.
2. I will never leave my device/s unattended. This includes in an unlocked locker.
3. I will never lend my device/s to others.
4. I will know where my device/s is at all times.
5. I will charge my device/s battery regularly to ensure it is ready for use each school day.
6. I will keep food and drinks away from my device as they may cause damage to the device/s.
7. I will not affix any items to the iPad , such as labels or stickers (Students have the option to place an identifying image or text within the transparent window of the case situated between the iPad and the case. This should not obstruct the college's asset label, and any such attachments must receive approval from the class teacher to ensure compliance with the college's standards)
8. I will not disassemble any part of my device or attempt any repairs.
9. I will protect my device by only carrying it whilst it is in the college provided case.
10. I will use my device in ways that are appropriate.
11. I understand that my device is subject to inspection at any time without notice.
12. I will only photograph or video people with their permission and the teacher's permission.
13. I will only use the camera or the microphone when my teacher tells me to.
14. I will never share any images or movies of people in a public space on the Internet (any assessment items filmed or made in collaboration with other students are not to be shared in public spaces).
15. I will not access Social Media sites on my College device/s.
16. I understand that I am totally responsible for the care of my device/s at all times.
17. I agree to abide by the statements of this device acceptable use policy and all College expectations.



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11.0 STUDENT PLEDGE FOR iPad USE

- 11.1** I will take good care of my iPad and agree to be responsible for damage to the device whilst in my care.
- 11.2** I will never leave the iPad unattended or unsecured (iPad must be locked when not in use)
- 11.3** I will never lend my iPad to others. I will know where my iPad is at all times.
- 11.4** I will charge my iPad every night.
- 11.5** I will keep food and drinks away from my iPad as they may cause damage to the device.
- 11.6** I will not affix any items to the iPad, such as labels or stickers (Students have the option to place an identifying image or text within the transparent window of the case situated between the iPad and the case. This should not obstruct the college's asset label, and any such attachments must receive approval from the class teacher to ensure compliance with the college's standards)
- 11.7** I will not disassemble any part of my iPad or attempt any repairs.
- 11.8** I will protect my iPad by only carrying it whilst it is in a case.
- 11.9** I will use my iPad in ways that are appropriate.
- 11.10** I understand that my iPad is subject to inspection at any time without notice.
- 11.11** I will only photograph people with their permission.
- 11.12** I will only use the camera or the microphone when my teacher tells me to.
- 11.13** I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.
- 11.14** I will not access Social Media sites unless directed to do so by my teacher for an educational purpose.
- 11.15** I agree to abide by the statements of this iPad acceptable use policy.

