

## **iPad and MacBook Guidelines and Procedures for Students**

*The College is an Apple-only environment*

*Other devices (tablets or laptops) are not supported by the College ICT Department,  
nor will they have access to College resources (e.g. they won't be able to connect to the College internet and  
may not be compatible with hardware and software)*

Secondary parents are reminded the College requires:

- All secondary students in Years 7 and 8 to bring an Apple iPad to class
- All students in Years 9 to 12 to bring either an Apple iPad or a MacBook (Pro or Air) to class

iPads can be either a mini or full-size. The College discourages the purchase of 4G iPads (ie; connects to the internet via mobile SIM card). Should you purchase this type of device, the SIM card should not be installed for use at school, as the College cannot guarantee the safety of content viewed by students.

16Gb iPads are sufficient for school use. We would suggest purchasing the 32Gb as a minimum however the College leaves the decision regarding memory size on devices to parents' discretion.

By using a device at the College you agree to abide by the following guidelines and procedures.

These guidelines sit alongside the College's Information Technology Contract (signed by both students and parents) and should be followed in conjunction with that Policy.

Parents have primary responsibility for monitoring the use of, and content on, their child's device. The College strongly recommends that parents have full password access to a student's device and regularly monitor that device.

Last Updated March 2017 (v1.3)

Due for revision annually, next due February 2018

# PROCEDURES

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## STARTING THE DAY

Students need to bring their iPad/MacBook to school every day and ensure that it:

- Is fully charged;
- Has a clear task bar with no programs open;
- Has been checked by their Teacher in Period 1;
- Has all of the required apps and/or software installed;
- Does not become a distraction during the day.

Teachers will check devices at the beginning of the day to ensure the above conditions are met.

### Consequences for failure to meet any of the above:

- Infringement issued to the student for any of the above.

## DURING THE DAY AT SCHOOL

### *Level 1:*

Where a student is found to be using an iPad in an unhelpful manner i.e. being off-task, listening to music without permission from the teacher, or taking photos of another student:

- It is appropriate for the device to be confiscated by the teacher for the remainder of that period;
- An ICT infringement should be recorded in Sentral by the teacher;
- The device should be returned to the student as they go to their next class.

### *Level 2:*

Students need to ensure that their iPad/MacBook is:

- Not being used to access chat rooms or social media such as Facebook, nor sending messages by any means (unless instructed to do so by the Teacher);
- Not being used to play games or access apps that are not relevant to their current learning task;
- Not being used at recess or lunchtime (unless instructed by a Teacher, under supervision).

### Consequences for Level 2 misdemeanours:

As iPads and MacBooks are specifically an educational tool, the following will occur.

- Students found to be using their device to play games, or for inappropriate use:
  - Staff member should record an ICT infringement in Sentral with details about the student's behaviour;
  - The device will be taken from the student and given to Student Services;
  - Student Services will contact parents and request that they attend a meeting at the College;
  - Restrictions will be placed on the device, in consultation with parents. Any games or non-educational apps may be removed and parental controls added, if not already present, which will prevent apps from being installed.

## AT ALL TIMES

Students must ensure that:

- They do not interfere with another student's iPad/MacBook which may result in settings being changed or the owner being locked out of their own device;
- No inappropriate content is stored on their iPad/MacBook; such as music of a profane nature or images/games that are pornographic, distasteful, irreligious or violent in nature. If in doubt, always err on the side of caution and remove such material;
- The camera **is not** used to capture compromising images of any person, or which are suggestive or show them in a state of semi undress or nudity;
- They **always** obtain permission from anyone who they film or photograph, before taking **or publishing**, any image of another person;
- They check with the College Marketing & Community Relations Officer, or duly appointed staff member, before publishing (online or for a print audience) any image of a student or staff member.

### Consequences for any of the above breaches can lead to some or all of the following:

- Suspension;
- Expulsion;
- Legal proceedings if a criminal offence is committed.

## **BORROWING DEVICES FROM THE LIBRARY**

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If in the event a personal device is damaged and in need of repair, the College has devices that are available for short term loan:

- It is expected that an individual would have repairs made to their device as soon as possible;
- College devices are loaned for a lesson, or for the day, but are not allowed to be taken off campus.
- Borrowers of College iPads or MacBooks are responsible for any damage incurred whilst the device is on loan to them;
- The loan of a College device is temporary and an expected time limit of two weeks will apply;
- There may be exceptions to the time limit of borrowing, under certain circumstances. Any exceptions must be discussed/arranged with Library or Administration staff.

Teachers may request borrowing a device for a student in the event that their device has been left at home or needs charging.

- Staff must fill in a pink MacBook Air/iPad permission slip and send it with the student to the library.
- If a student is new, or difficult circumstances delay the repair or purchase of a device, or special permission has been given for extended loan of a College iPad or MacBook, then it will be necessary for a parent/guardian to complete a Library iPad/MacBook Borrowing Form (see Appendix B) accepting responsibility for the borrowed device.

## **DAMAGE TO DEVICES**

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Parents are advised that if their child causes damage to another student's iPad or MacBook, they will be required to pay for repair costs at the request of the College.

## **INFORMATION TECHNOLOGY CONTRACT**

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Strathalbyn Christian College provides various means for students to use technology for their education. This contract seeks to establish a clear understanding of the purpose of technology and the limits of its use as an educational tool.

**All Information Technology used during school-based activities at the College should relate to the course/s of study undertaken by students and the work requirements of those courses.**

### **Technology Use:**

- Internet access is available through both "Bring Your Own" Devices (BYOD) such as iPads and MacBooks, or College devices.
- Private use on devices, such as social media, messaging, software updates, media downloads etc., is not permitted.
- Students are trusted to do the right thing but if this trust is broken then the consequence will be a restriction in the freedom of a student's use of technology.
- By using any form of technology in the College, a student is deemed to have agreed to the conditions of this Contract and is therefore bound by its terms and conditions.
- Students must understand that the use of technology to harass, threaten or intimidate other people, convey images without permission or of a sexually explicit nature is also covered by Australian Law and may lead to prosecution. Evidence of such misconduct will be passed on to the relevant authorities immediately.
- This Contract should be read in conjunction with the Student Code of Conduct which is signed by students at the time of enrolment.
- Students should be aware that the contents of emails, personal files, downloads or details of sites visited may be examined by College IT staff from time to time.

**Students must:**

- Use their own personal user account – never another student's;
- Only use their device in the presence of, or with the permission of, a supervisor;
- Report malfunctions or difficulties with IT devices to the supervising teacher or IT Helpdesk;
- Log off when leaving a College workstation (not simply lock the computer).

**Students must not:**

- Use any form of social networking (e.g. Messenger, Facebook, Snapchat, etc.);
- Use private email accounts (all email accounts must be College issued);
- Play any form of game other than that specified by a teacher for specific educational purposes;
- Use devices to play music, other than that specified by a teacher for specific educational purposes;
- Load or save any program that violates any form of property rights or copyright (e.g. movies or music files);
- Attempt to install, customise, modify or tamper with College software or hardware;
- Circumvent any restriction placed upon hardware, software or the Internet;
- Access, alter or use information from other student's files or other unauthorised College files;
- Use the internet to access material that is violent, pornographic, offensive or illegal;
- Use any form of communication to harass, threaten or bully any other person.

Any breaches of this Contract will result in personal user account privileges being suspended and further discipline as deemed appropriate by the Deputy Principal or the Principal.

**New students** to Strathalbyn Christian College should complete this form and return it to Student Services on or before their first day at the College, in order to activate their personal user account (see Appendix A).

**Existing students** are not required to sign a new contract each year but continue to be bound by its requirements.

Please contact the College Office on phone 9938 9100 or email [helpdesk@scc.wa.edu.au](mailto:helpdesk@scc.wa.edu.au) if you have any queries.



**INFORMATION TECHNOLOGY CONTRACT**

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

I have read the conditions of the Strathalbyn Christian College Information Technology Contract and agree to abide by them.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Parent/Guardian Agreement**

I have discussed the conditions of the Information Technology Contract with my child and will support the College by reinforcing the importance of abiding by the agreement.

I understand that internet access at Strathalbyn Christian College is designed for educational purposes. I also recognise that although the College has filtration systems in place to prevent access to offensive materials, these measures may fail due to inaccuracies in detection or through intentional circumvention.

Parent/Guardian Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The Information Technology Contract may be updated from time to time. Parents and students will be advised of any changes via The Link.



Principal: Mr Gavin Hirschhausen  
 Phone: (08) 9938 9100 | Fax: (08) 9938 9188 | Enquiries: admin@scc.wa.edu.au | www.scc.wa.edu.au  
 15 Cedar Crescent, Strathalbyn | Locked Bag 5011, Geraldton WA 6531

### LIBRARY IPAD/MACBOOK BORROWING FORM

| STUDENT INFORMATION       |  |
|---------------------------|--|
| Student Name:             |  |
| Year Level:               |  |
| Current Computer Contract | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| PARENT INFORMATION      |  |                |  |
|-------------------------|--|----------------|--|
| Parent/Guardian Name/s: |  |                |  |
| Mobile Phone:           |  | Daytime Phone: |  |

| AGREEMENT  |  |                    |  |
|--|--|--------------------|--|
| Start date for loan:   |  | End date for loan: |  |
| Device being loaned:   | <input type="checkbox"/> iPad <input type="checkbox"/> MacBook Air |                    |  |
| <ul style="list-style-type: none"> <li>I/We agree that our child, named above, may borrow a device from the College Library for their school lessons.</li> <li>I understand that the device must be returned to the Library at the end of each school day and cannot be taken home.</li> <li>Should there be any damage to the borrowed device, or loss of the item or part thereof, I/we will reimburse the College for the cost of repairs or replacement of the item to the condition it was at the time of borrowing.</li> </ul> |  |                    |  |
| Parent/Guardian Signature/s:   | _____  |                    |  |
| Student Signature:   | _____  |                    |  |

Library Use Only:

|                           |                      |
|---------------------------|----------------------|
| Noted and signed by _____ | Date: ____/____/____ |
|---------------------------|----------------------|

This form is linked to the Library Lost or Damaged Policy # BM 15.1, last revised in Jan 2017.  
 If any changes are made to this form, the Policy document should be amended at the same time.

**Document Control and Tracking Register**

| Document writing/ amendment/ updating |              |            |   | Review         |         | Issue/ distribute |          |         |
|---------------------------------------|--------------|------------|---|----------------|---------|-------------------|----------|---------|
| Vers.                                 | Author       | Date       | Purpose   | Final Approval | Date    | Publisher         | Location | Date    |
| 1.2                                   | Davidson, F. | 29/05/15   | Amended "During the Day at School" Section – ICT infringements being recorded &                                   | Senior Exec    | 1/6/15  | FD                | Sentral  | 28/1/16 |
| 1.3                                   | Davidson, F. | 16/03/2017 | Amended to reflect new Information Technology Contract (formerly Computer Use Contract) & Level 1/2 Misdemeanours | Senior Exec    | 19/4/17 | FD                | Sentral  | 19/4/17 |