Strathalbyn CHRISTIAN COLLEGE

iPad and MacBook Student Use Policy   **Policy # DP 7.2**

In partnership with parents Strathalbyn Christian College aims to make known the Lordship of Jesus Christ through excellence in education to equip students for works of service ~ College Mission Statement.

Rationale

Parents/guardians are advised that secondary students (Years 7 to 12) are required to bring a device to class, as per specifications outlined below:

- **Years 7 & 8**:   Apple iPad
- **Years 9, 10, 11 & 12**: *Either* Apple iPad *or* MacBook

An iPad with an external keyboard is recommended for students in upper secondary year levels, if parents do not wish to purchase a MacBook for their child.

iPad Devices should be compatible with the latest supported version of iPadOS. Current models are:

12.9-inch iPad Pro	iPad (7th generation)	iPad Mini (5th generation)
11-inch iPad Pro	iPad (6th generation)	iPad Mini 4
10.5-inch iPad Pro	iPad (5th generation)	iPad Air (3rd generation)
9.7-inch iPad Pro		iPad Air 2

iPads can be either a mini or full-size. The College discourages the purchase of cellular iPads (i.e.; 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.

MacBook Devices should be compatible with the latest supported version of macOS. Current models can be viewed here: https://support.apple.com/en-us/HT210222

Scope

The College is an Apple-only environment. Non-Apple devices are not permitted to be used at school.

This Policy outlines guidelines for use of students' own devices at the College and may also apply to devices owned by the College.

References

Related Policy and Procedure
1. Computer Use Contract (signed by students and parents/guardians)

This Policy was revised in November 2019 (v1.6)
This Policy was last updated in Nov 2017 (v1.3), Mar 2018 (v1.4), Sept 2018 (v1.5),
Next due for revision in September 2020 (revised annually by ICT Committee)

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Policy and Guidelines

1.   Student Use of Devices at School

1.1   By using a device at the College students agree to abide by the guidelines and procedures outlined in this document.

1.2   These guidelines sit alongside the College's Computer Use Contract (signed by both students and parents) and should be followed in conjunction with that Policy (see Appendix A).

1.3   Parents/Guardians 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.

2.   Damage to Devices

2.1   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.

3.   Student Information Technology Contract

Please refer to the Information Technology Contract (Appendix A).

3.1   **New students** to Strathalbyn Christian College should complete the Student Information Technology Contract and return it to Student Services on or before their first day at the College, in order to activate their computer account.

3.2   **Existing students** are not required to sign a new contract each year.

3.3   Information Technology Contracts are signed by both students and parents who agree to the conditions as specified in the contract.

3.4   Students should be aware that the contents of all emails and downloads, along with details of sites visited and contents of personal files, may be examined by staff.

3.5   Any breaches of the Information Technology Contract will result in suspension of network and computer access privileges and further discipline as deemed appropriate by the Deputy Principal or the Principal.

Procedures

1.   Starting the Day

1.1   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.

1.2   Consequences for failure to meet any of 1.1 above:
- Infringement issued to the student.

2.   During the Day at School

2.1   Students need to ensure that their iPad/MacBook is:
- Used only for support of the current educational activity in class, as explicitly directed by the classroom teacher;
- The iPad is for the express purpose of educational support and no other use is permitted;
- Not being used at recess or lunchtime (unless instructed by a Teacher, under supervision).

2.2   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 a duly appointed staff member, before publishing (online or for a print audience) any image of a student or staff member.

2.3   Consequences for failure to meet any of 2.1 or 2.2 above:

2.3.1   Where a child 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.

2.3.2   Students found to be using their device to play games, or for other 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, and parent controls added if not already present which will prevent games from being played or installed.

2.3.3   Consequences for any serious breaches of this Policy may include some or all of the following:
- Suspension;
- Expulsion;
- Legal proceedings if a criminal offence is committed.

3.   Loan of Devices from the Library

3.1   The College allows students to loan a College device from the Library when:
- A student has ordered a device and is awaiting delivery of it;
- A student's own device is being repaired (it is expected that repairs will be made as soon as possible);

3.2   Short Term Loans:
- The loan of a College device is temporary and an expected time limit of two weeks will apply;
- 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.

3.3   Extended Loans:
- There may be exceptions to the two week borrowing time limit, under certain circumstances. Extended loans must be discussed/arranged with Library or Administration staff and approved by the Business Manager;
- If a student is new, or difficult circumstances delay the repair/purchase of a device, or special permission has been given for extended loan of a College device, 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;
- Devices on extended loan may be taken home;
- Charges will apply for extended loans, at a cost determined by the College, advised to parents in writing.

APPENDIX A

INFORMATION TECHNOLOGY CONTRACT
Conditions for Students

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 students' own devices or College owned devices.
- Access to social media, messaging, software updates, media downloads etc., for private use is not permitted.
- 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 staff.

Whilst at the College Students must:
- Only use their <u>own</u> personal user account – never another student's;
- Only use their device in the presence of, or with the permission of, a supervisor;
- Use Information Technology ONLY for approved educational activities;
- Report malfunctions or difficulties with IT devices to the supervising teacher or IT Helpdesk;
- Report any suspected violations of this contract by another person to a supervisor or the IT Helpdesk;
- Log off when leaving a College workstation (not simply lock the computer).

Whilst at the College Students must not:
- Participate in any non-educational or illegal activities;
- Access any form of social networking (e.g. Messenger, Facebook, Snapchat, etc.);
- Access 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);
- Download or install any software that is not licensed or permitted by the College;
- Attempt to install, customise, modify, damage or tamper with College software or hardware;
- Circumvent any restriction placed upon hardware, software or the Internet;
- Use any method other than the school network to access 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 a 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.

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 if you have any queries.

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INFORMATION TECHNOLOGY CONTRACT

STUDENT AGREEMENT	
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	
Parent/Guardian Name:	
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 content filtering systems in place to prevent access to offensive materials, these measures may fail due to inaccuracies in detection or through intentional circumvention.	
Parent/Guardian Signature:	
Date:	

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

F:\Reception\Forms\Information Technology Contract v1.1   Last Updated: October 2018, FD

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

Version
1.6

APPENDIX B

Strathalbyn
CHRISTIAN COLLEGE
Learning God's Way

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	❑ Yes ❑ No

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

AGREEMENT			
Start date for loan:		End date for loan:	
Device being loaned:	❑ iPad ❑ MacBook Air		

- I/We agree that our child, named above, may borrow a device from the College Library for their school lessons.
- I understand that the device must be returned to the Library at the end of each school day and cannot be taken home.
- 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.

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.

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<tr><th colspan="9">Document Control and Tracking Register</th></tr>
<tr><td colspan="5">Document writing/ amendment/ updating</td><td colspan="2">Review</td><td colspan="2">Issue/ distribute</td></tr>
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<tr><td>1.2</td><td>Davidson, F.</td><td>29/05/15</td><td>Amended "During the Day at School" Section – ICT infringements being recorded</td><td>Senior Exec</td><td>1/6/15</td><td>F. Davidson</td><td>Sentral</td><td>28/01/16</td></tr>
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