



Acceptable Use Policy

This document defines the Responsible Use Policy for student use of the Pimpama State School Computer Systems as part of the Personalised Pathways Through iPads @ Pimpama Program. Its main 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 computer systems also have Internet and Electronic Mail access.

The Personalised Pathways Through iPads @ Pimpama program is designed to help students keep up with the demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students skills and experiences that will prepare them for their future studies and career.

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

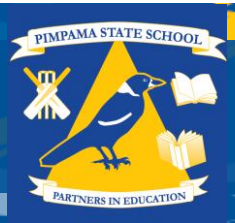
It is expected that students will use school devices, their own devices and network infrastructure for:

- accessing and utilising school approved apps at school;
- 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;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

At Pimpama State School, teachers use the Classroom App to provide active supervision of student iPads, guide student learning and differentiate instruction. Student devices will be connected to the teacher's iPad once they commence using iPads in Week 3. Students will be required to allow minor permissions to ensure the app is used to its full potential.

Personalised Pathways Through iPads @ Pimpama

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In addition to this Pimpama State School states that:

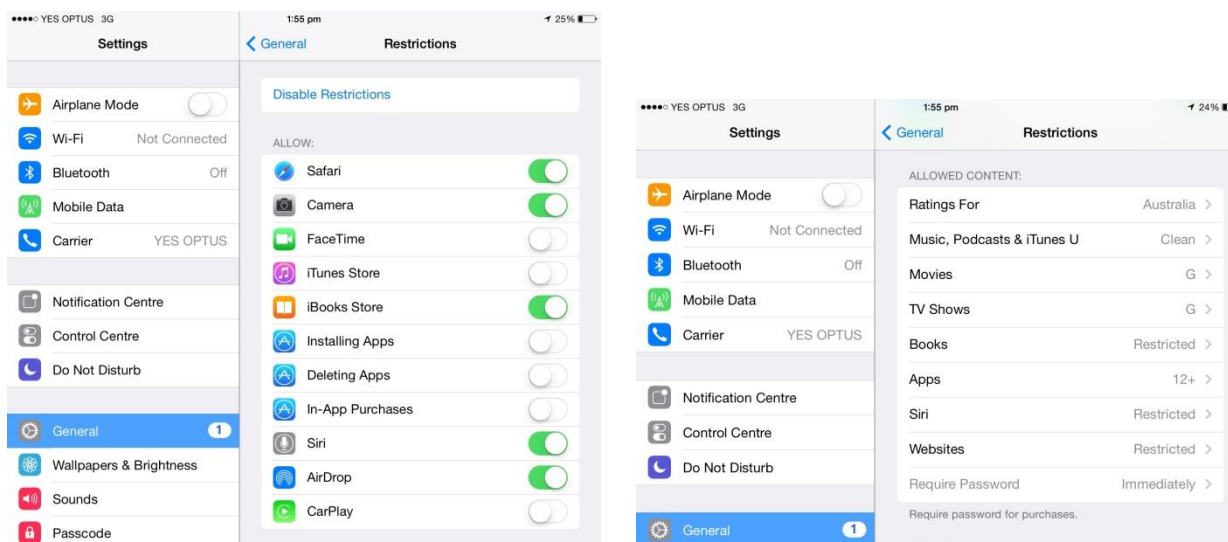
- Students and their parents/guardians are responsible for the insurance, security, maintenance and integrity of their individual devices and their network accounts.
- Accidental/wilful damage, loss or theft of the iPad must be covered by the owner's insurance prior to bringing the device to school.
- Owners of the iPad are responsible for the backing up of purchased apps, files and photos on a daily basis.
- Students and their parents/guardians are required to register their device/s with Pimpama State School prior to connecting to the school network and use their MIS details (e.g. jsmit23) to protect their account. 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.
- Students must bring their iPads to school fully charged and ready for use.
- Accidental damage to a device is the owner of the device'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 device. In the event of a dispute regarding the cause of damage to a device, 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 systems are encouraged to show that they are positive ambassadors for Pimpama 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 devices 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.
- Photos, images, videos of students and/or staff must not be uploaded/shared on the Internet or social media.
- Social media accounts must be disabled during school hours.
- Students must get teacher permission before copying files from another user. Copying files belonging 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, privacy considerations, 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.
- Parent/Guardian is responsible for weekly checks of the content on the camera roll.
- iPads must have a protective case at all times. All other devices require a protective case when not in use. All devices must be clearly identified (e.g. engraved for security) with the student name.

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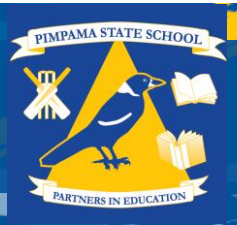
- Parents are responsible for the monitoring and modelling of the correct social protocol on social media. (Remember children are not to have Facebook accounts until they turn 13.)
- Printing: students will have access to the printers at school; however they will be required to seek permission to print materials.
- The following settings need to be set to limit the content.



Pimpama 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;
- cyber bully, insult, harass or attack others or use obscene or abusive language;
- deliberately waste 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 3G/4G 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 and use another student's device without teacher authorisation.
- be operating the iPad device before and after school without teacher permission.
- prevent teachers from actively supervising student devices through the Classroom App.



Acceptable Use Agreement

PARENT COPY:

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

- We have read, understood and accept the Personalised Pathways Through iPads @ Pimpama Acceptable Use Policy.
- We agree to abide by the above rules.
- We are aware that any breaches of the Student Responsible Behaviour Plan may result in my/my child's immediate removal from the system for a specified period as per the school's Student Responsible Behaviour Plan and in relation to the severity of the offence.

Student's Name: Year:

(PLEASE PRINT)

Student's Signature: Date: / /

Parent's/Guardian's Name:

(PLEASE PRINT)

Parent's/Guardian's Signature: Date: / /

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SCHOOL COPY:

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

- We have read, understood and accept the Personalised Pathways Through iPads @ Pimpama Acceptable Use Policy.
- We agree to abide by the above rules.
- We are aware that any breaches of the Student Responsible Behaviour Plan may result in my/my child's immediate removal from the system for a specified period as per the school's Student Responsible Behaviour Plan and in relation to the severity of the offence.

Student's Name: Year:

(PLEASE PRINT)

Student's Signature: Date: / /

Parent's/Guardian's Name:

(PLEASE PRINT)

Parent's/Guardian's Signature: Date: / /