



# Parent Booklet

## Year 7 iPads Program

### 2017



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## Yrs 7 iPads 2017

Welcome to Emmaus College's iPad Program.

In 2017 years 7 to 9 will have an Apple iPad as their ICT Device for learning. Years 10 to 12 students will have a laptop and operate in a BYOD environment (Bring Your Own Device).

The college is committed to having all students access an ICT device for the integration of an effective learning environment using contemporary online tools.

This handbook is designed to give students and parents basic information about the use of the iPads to enhance learning. Extensive information is available from the College Website by accessing the eLearning section under Learning.

While students are natural users of such technology, they also have to be responsible citizens and members of the school community. As such, students are primarily responsible for the care, security, proper use and proper functioning of their ICT Device. We would also ask that parents play a role in monitoring these aspects of the 1:1 Program at home.

Emmaus is excited to be using these tools to enhance creativity, engagement and thinking skills.

We look forward to sharing this experience with parents and students.

Mr Tony Hirst

**Principal**

# Technical Support

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## Onsite/School Hours Support: ITS

Emmaus has a team of IT professionals who are onsite to provide you with technical support for your iPad. If you encounter any issues with your iPad during the school day, you can speak to an ITS technician by taking your iPad to the Help Desk @ Emmaus.

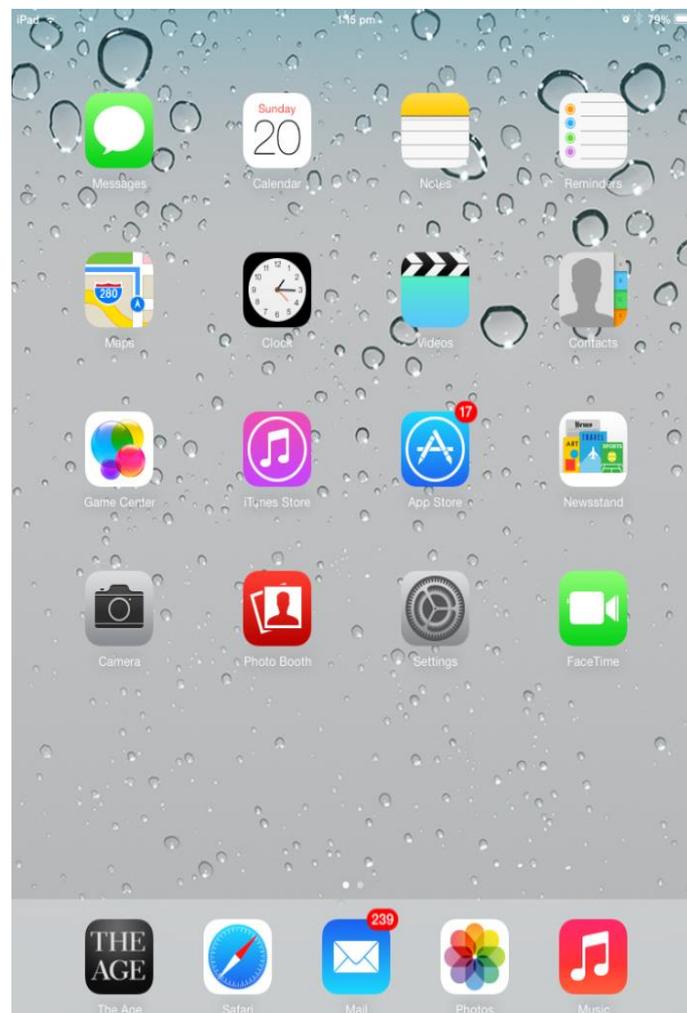
ITS technicians can help you with problems including: wireless connectivity, email, network and internet access, printers and general faults & settings.

## Opening Hours: 8:00am to 4:00pm.

Location: Vermont South: Fabris Building Level One.  
Burwood: ITS Office Next to Room 108

Email: [helpdesk@emmaus.vic.edu.au](mailto:helpdesk@emmaus.vic.edu.au)

Phone: 03 9845 3379



# Key Contacts

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<p><b>Dr William Keane</b> Assistant Principal (Teaching &amp; Learning)</p> <p><a href="mailto:William.keane@emmaus.vic.edu.au">William.keane@emmaus.vic.edu.au</a></p>	
<p><b>Mrs Antoinette Siarabalos</b> eLearning coordinator</p> <p><a href="mailto:Antoinette.siarabalos@emmaus.vic.edu.au">Antoinette.siarabalos@emmaus.vic.edu.au</a></p>	
<p><b>Mr Pat Thambawitige</b> ITS coordinator</p> <p><a href="mailto:Pathum.thambawitige@emmaus.vic.edu.au">Pathum.thambawitige@emmaus.vic.edu.au</a></p>	

## Middle House Leaders

Chavoin House	Stephen Willis <a href="mailto:Stephen.willis@emmaus.vic.edu.au">Stephen.willis@emmaus.vic.edu.au</a>
Colin House	Mrs Teresa Talia <a href="mailto:Teresa.talia@emmaus.vic.edu.au">Teresa.talia@emmaus.vic.edu.au</a>
More House	Ms Jane Willison <a href="mailto:Jane.Willison@emmaus.vic.edu.au">Jane.Willison@emmaus.vic.edu.au</a>
Rice House	Mr Terry Carman <a href="mailto:Terry.carman@emmaus.vic.edu.au">Terry.carman@emmaus.vic.edu.au</a>

## Connecting your iPad to your Home Wifi Network

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### Go to the Settings & then select Wi-Fi

A list of networks will appear. Select your Home Wi-Fi name (usually the same name as your Internet Service Provider).

Most homes now have a secure wireless connection. A padlock icon will appear to illustrate that the Wifi network is secure. The first time you try to connect to a secure wifi network, you will be prompted to enter a password. If you are unsure about your home wifi password, you will need to contact your ISP for this information.



### Printing with the iPad at Home

There are environmental & economic factors to be considered before printing. For these reasons it is strongly recommended that students carefully decide whether printing is necessary. To enable printing at home with iPads, you require a relatively new printer which has the function of "Air Printing". The App or software required will either be supplied with your printer or be available online in the App Store. For further information, please refer to the documentation provided with your printer.

# iPad Use at Home

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## Advice and suggestions for Parents / Carers

This advice can apply to any digital device.

iPads provide an environment/tool for learning – that is its main purpose. Students can use their iPad for other purposes but these must be appropriate to the context – school or home – and subject to permission.

We support parent decisions about the setting of boundaries at home as long as school work can be completed. Parents are able to restrict iPad functions with parent controls, (see below). However, these controls need to be removed when at school in order for students to complete set tasks by teachers.

Students do not need games and entertainment apps on their iPads for school. Whether students are allowed to install games and entertainment apps on their iPad is a family decision. At the College, students who make inappropriate use of iPads at school will be dealt with via the College's discipline policy. Students may be asked to delete content that is inappropriate for viewing at the College and the iPad may be confiscated in the interim.

## Tips for Supervision at home

Set Boundaries

Students don't need to use the iPad all the time at home.

Teenage children need their sleep, so we strongly suggest that the iPad is **NOT TAKEN TO BED. It is best that iPads don't go into their bedrooms.**

If you are experiencing problems, we recommend that you specify:

1. Where in the house the iPad can be used.
2. Where the iPad is to be stored when not in use (this can be the location for charging). We recommend that this location is in a visible family space.

## Removing Distractions

Before starting homework / study time, ask your child to:

- Close all unnecessary apps
- Close all unnecessary web pages in Safari
- Keep an eye on what your child is doing when completing homework.

## Using the iPad for long periods of time

We strongly recommend that parents supervise the amount of time students are using their iPad. Suggested homework times are in the College Diary. Students and parents are advised to check these times. Parents will need to make decisions about the length of time students should use iPads after homework tasks are completed.

It is recommended by Occupational Health and safety Guidelines that after **1 hour** on an electronic device, students should take a **10-15 minute break**.

**Eye Strain:** Avoid eye fatigue by resting and refocusing your eyes periodically. Look away from the iPad and focus on something in the distance.

### **For more information on ergonomics go to:**

[http://www.ergonomics.com.au/pages/400\\_useful\\_info/420\\_how\\_to\\_sit.htm](http://www.ergonomics.com.au/pages/400_useful_info/420_how_to_sit.htm)

### **Share the Experience**

Ask your children to demonstrate the way they use their iPad at school.

Ask your children to teach you how to use the iPad.

Have a play with the iPad and the apps.

### **View Music, Photos, Videos and Apps**

Have a look at what your child is viewing, listening to or playing via:

- Music – click on the Music app to view the Music library.
- Photos– click on the Photos app to view the photos & videos your child has stored.
- Apps – you can scroll with your finger through the iPad desktop pages to view the apps

### **Parental Controls**

If parents choose to use them, parental controls are available on the iPad,.

Go to <http://support.apple.com/kb/ht4213> to find out how to restrict internet use and other controls.

Please be careful with this feature – Parental controls may block iPad features that will be needed at school. If you decide to not give access to the internet at home, this must be reinstated when at school.

**If you forget the passcode, the device will need to be wiped and reset to factory settings through the Apple phone support team**

### **Social Media**

The college understands that for many young people the internet & mobile devices are part of their social life. However, like communicating in the real world, there are risks involved online. Parents have an important role to play in educating your child about their online experiences. The following provide some helpful points to remember;

- Young people appear to have good technical knowledge. This does not mean that they understand how to behave appropriately. Teach your child positive **online etiquette**. Words can hurt whether said to someone's face or posted online.
- Tell your child to **think** before they post any content online. Once posted it is difficult to remove.
- Make **rules** about where electronic devices are to be used in your home. A visible family space is strongly advised.

- **Discuss & negotiate** the amount of time your child can spend online. A healthy life balance of family discussion, off line time, and sleep (without being wired) is strongly encouraged.
- Keep the **communication channels open** so that your child can speak to you about anything that may be upsetting them. If disturbing information or content appears in their social networking space make them feel comfortable to come and speak to you.
- Advise your child **never** to share passwords or personal information online eg Phone numbers, addresses etc.
- Advise your child to **always** have online profiles on **private**.
- **Friends online** are fun but make your child aware that not everyone online is who they say they are. A rule of thumb; if they don't know the person, they should not accept their friend request.
- Advise your child that their **digital reputation** stays with them forever. Many employers check online profiles and activity before employing staff. Once content is out there, it is almost impossible to delete.

For more information please visit;

<https://esafety.gov.au/esafety-information>

There is now an eSafety Commissioner for Children.

(We would like to acknowledge Mackay Christian College Queensland for their permission to reproduce some of their ideas in this section)

source: <http://www.mccmky.qld.edu.au/ipad/ipads-at-home/>

# Warranty Loss and Repair

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## Loss or Damage of iPads

If the iPad is lost, stolen or damaged on school grounds, you must report this to

[helpdesk @emmaus.vic.edu.au](mailto:helpdesk@emmaus.vic.edu.au) & the House Leader or Assistant Principal.

For those purchased outside the college program, please ensure you are aware of warranty details through your supplier. Any warranty or hardware/software issues need to be taken up with the place of purchase. Families who purchased their iPad from the College are also responsible for their own insurance arrangements.

## Repair and Turnaround Time

There will be a waiting period of 2 days for repairs, for iPads purchased through the College. This can vary depending on the hardware/software issue.

## Service and Support - Loan Pool

All students, are entitled to make use of the loan pool of iPads available through the College. If an iPad was to fail (hardware failure) or require replacement under insurance, then an iPad from the loan pool can be temporarily exchanged for the defective iPad. The end user would be able to restore the loan iPad from their iTunes & iCloud back-up so all of their data is retained.

Once the iPad has been repaired or replaced, the loan iPad can be exchanged for the original iPad. Once again, the user would need to perform a back up and restore from iTunes & iCloud to ensure no data is lost.

## Screen Damage

Regardless of where the iPad was purchased, that is through the College or independently, the glass screen is not covered under warranty. It is important that parents realise that this will be an additional expense to repair. **This is why purchasing a sturdy cover is essential to keep the iPad safe.**

**NB: Whether the glass screen is cracked or completely broken the college advises that the iPad should be repaired as quickly as practicable. This is to ensure optimal functionality of the device as well as protect the health & safety of the user.**

## Jailbreaking

Please note: 'jailbreaking' voids Apple's warranty. As such, the iPad must not be jail broken. Jail broken devices will require complete replacement of the iPad at the family's cost and will NOT be covered under warranty nor insurance.

# Data Back up

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Your Son or daughter is responsible to back up all data on their iPads The College will not take any responsibility for loss of data, photos or videos.

There is a 2 part strategy to backup with iPads;

- iTunes software when connecting the iPad to a desktop computer at home.
- iCloud Account set up using the students Apple ID account.

**Students are advised to set up their iCloud Account as soon as possible.**

## Backing up of photos & videos

Photos & videos take up the most space on iPads. It is important that when a video project is completed, the video should be removed from the iPad to free up more space.

This can be done by using the white cable to connect the iPad to a desktop or laptop computer. The video file can be saved on the computer and then deleted from the iPad.

The same process can be used for photos which are no longer needed.

# Emmaus College ICT Acceptable Use Guidelines

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## Introduction

Access to the Emmaus Computer Network is provided for students as a tool for educational use, and access to this resource is a privilege which carries with it responsibilities. Student behaviour concerning the use of email, Internet and network resources must be according to the principles outlined in this policy. These rules are intended to facilitate the appropriate, effective and equitable use of the computer network for all Emmaus students. Integral to this is the protection of users and digital resources used on the college computer network.

It is important that all students read and understand the expectations contained in this policy, and abide by them at all times. Your conduct when using the Emmaus network and shared resources (eg: digital classrooms, printers, library ICT devices) must reflect the high standards of behaviour expected of you at Emmaus at all times. The College reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' ICT devices and in network locations, internet favourites, history and cache files, and other information stored on ICT devices and on the network.

## Online Behaviour

You have been provided with an individual username and password, which you should always keep secure – don't disclose it to anyone, unless required for the maintenance of your ICT device by ITS staff.

- You should only access the Emmaus network or any ICT device within the College using your own username and password.
- Always log off or lock your ICT device before you move away; and always be sure to log off shared ICT devices (eg: in the Library).
- You should not intentionally access, interfere with, copy or move other students' files or settings.
- You should not intentionally interfere with, move or delete shared files stored on the network.
- You must not install or store inappropriate or illegal software on your ICT device or on the network.
- You may only utilise the Emmaus network to host or participate in game playing if this has been approved by your teacher.
- The Emmaus network must not be used as a medium to bully, harass, threaten or intimidate other users. Your behaviour on-line should reflect your behaviour offline or in person. Treat others fairly and with common courtesy. If you experience harassment or bullying online, don't respond. Record the details, save any information you can, and contact a teacher or ICT staff member as soon as possible.
- File sharing between students' ICT devices over the network can be a security risk, and you should avoid allowing other students to access your ICT device.

## Internet Usage

Internet access at Emmaus is provided for educational use and therefore personal use should be limited. All Internet use is logged and may be reviewed at any time, at the discretion of the ITS Coordinator. During class time, make sure you have your teacher's permission to use the Internet. Emmaus' internet connection is filtered to prevent access to sites which are deemed

inappropriate for school use. You should not attempt to circumvent this security. You should exercise care when using the internet and should not seek to access or download inappropriate, offensive, discriminatory or intimidating material. If you encounter such material, you should report it to a staff member or the [helpdesk@emmaus.vic.edu.au](mailto:helpdesk@emmaus.vic.edu.au).

Accessing, storing or distributing material that is inappropriate, offensive, discriminatory or intimidating in nature, or which puts any member of the community at risk, is contradictory to the ethos of Emmaus and will lead to disciplinary action. This may involve reporting the matter to Police where State or Federal laws have been breached.

### **Legal Implications**

Students need to be aware that the use of any ICT Device, in accessing the Internet and email is subject to specific legislation. **Section 474.17 of the Criminal Code Act states that a person is guilty of an offence if they knowingly or recklessly:**

**“Use a telecommunications device supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, menacing, harassing or offensive.”**

### **Copyright**

When obtaining information from the Internet, be conscious of copyright, and always take care to verify data, as not all information found on the internet can be considered accurate. Wherever possible, the information should be validated from more than one source. References & sources should always be cited.

The correct way to cite a website is

URL: <http://www.royal.gov.uk/Home.aspx>

Brief Explanation: Official Website of the British Monarchy

Date & time Accessed: 30/11/2016 2:12 PM

### **Security & Viruses**

You should always exercise caution when you download files from the internet, as these may contain viruses, adware or spyware. Anti-Virus software is provided as part of access to the Emmaus network and you should scan your ICT device regularly to ensure that it is free from infections. Attachments on emails can contain viruses. It is important that students do not open attachments unless the source can be verified. Unsolicited emails (SPAM) which may also be offensive, can put you, your ICT Device, and the Emmaus network at risk. Emmaus will not be responsible for any loss or liability incurred by you through your use of the Internet.

### **Personal Details on line**

You should always take care when entering your personal details online, such as submitting your email address to a website. Make sure you trust the site. If you're not sure, check with your teacher!

**Social Networking Sites (including Chat / Instant Messaging)**

You should be careful not to give out personal information about yourself or others while using social networking, or other online applications. You should always follow the general guidelines outlined in this policy when accessing social networking resources, and for guidance on what to do if you encounter harassment or bullying. You should always be sure that you know or trust the people you are communicating with online. Your communications should be positive in nature, and you should use appropriate language at all times.

Despite privacy settings, **social networking sites are not private areas of communication.**

Students need to understand this fact when posting comments online. Students need to be aware that Australian laws protect the individual's privacy and reputation. Students need to understand the consequences of **legal repercussions** should they engage in behaviour that is defamatory, misleading or fraudulent online. Legal action can be taken by individuals in these matters.

**Mobile Digital Communication Devices (Webcams / Mobile Phones/ iPads)**

You should always follow Emmaus's policy for the 'Acceptable Use of Digital Communication Devices' when using mobile phones, cameras and web cameras at school. During class time, make sure you have your teacher's permission to use digital communication devices, and that it is relevant to the task being undertaken in class.

When you record sounds or images of others, ensure that the people who are being recorded are aware and have given **their consent. You must not upload images of other students in uniform, or images of Emmaus's school grounds or buildings onto the internet.** You must not upload material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

**Email Usage**

When you communicate via email, your communications should be positive in nature, and appropriate language should be used at all times. You should not use email to send material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature. During class time, make sure you have your teacher's permission to use email. You must not send unsolicited email to multiple recipients. You must not send email messages to more than 30 recipients at one time. You must not email games or game installation files to other students. This contravenes Copyright Laws and you can face prosecution if Federal & State agencies are involved.

**Backup**

Students must take responsibility for the backup of their school work. Students are provided with storage space on the Emmaus network to make a backup of files known as H: (or home) drive. Students are provided with 2GB space. Students are also provided with 1 TB of cloud storage with Microsoft One Drive. This is offered through the college's licensing agreement with Microsoft. Students should regularly backup to the network, cloud storage, portable hard drive, or any another medium outside of the student's ICT device. Emmaus College will not be responsible for any data lost.

**iPads** need to be backed up on a home computer with iTunes software. All iPad users are to have set up an iCloud account which enables backup to Apple cloud services.

**NB: Loss of data resulting in late submission of assessment tasks and classwork will not be deemed an appropriate excuse for non-submission of course work. It is the student's responsibility to ensure that they have appropriate means and procedures of back up.**

**Security and Care**

Your ICT device is an essential part of learning at Emmaus. You should take care to maintain your ICT device in good working condition. If you have a problem with your ICT device, you should contact the [helpdesk@Emmaus.vic.edu.au](mailto:helpdesk@Emmaus.vic.edu.au) so that the issue can be resolved and your ICT device returned to you.

When your ICT device is not in use, it should be stored in its cover/bag. Your ICT device should always be kept in a locked area, or in your possession. You should take care to ensure that other students cannot gain access to your locker and always keep your combination secure. Your ICT device should not be moved or transported while turned on. When moving the ICT device between locations, you should shut down, or place the ICT device in Hibernate or Standby. If you misplace your ICT device, you should immediately report this to the Assistant Principals/Head of Campus and the [helpdesk@Emmaus.vic.edu.au](mailto:helpdesk@Emmaus.vic.edu.au) who will then take steps to locate your ICT device. If you find a ICT device and the owner cannot be immediately located, you should promptly hand it to ITS or the Assistant Principal/Head of Campus so that the owner can be found.

**Home Networks**

Emmaus recognises that your ICT device may be connected to a network outside the College. However, it is important that you understand that certain policies may be loaded on your ICT device in order that your device can function as required at school. These settings & policies can affect, and in some cases erase home wifi settings. You and/or your parents are responsible for recording your home network settings and passwords – your Internet Service Provider, provides you with these details.

Any support provided by ITS ([helpdesk@Emmaus.vic.edu.au](mailto:helpdesk@Emmaus.vic.edu.au)) for non-Emmaus networks is provided on a best-effort basis only, and should not be an expectation of the service provided by the technicians.

**Printing**

Care and conservation should be paramount considerations with regard to the use of Emmaus printing facilities. Students should keep printing to a minimum and consider each other and the environment when using these facilities. Students are expected to review their documents on screen before printing out a final copy, unless a teacher has requested a draft copy.

**Shared Equipment**

All equipment in shared areas (eg: Library) or classrooms should be treated with care, and must not be interfered with in any way. No printers, cables, ICT devices, monitors or other equipment should be moved or removed. You should never attempt to repair faulty equipment - this includes attempts to remove paper jams from printers. You should report any failure of equipment to a member of staff or the [helpdesk@Emmaus.vic.edu.au](mailto:helpdesk@Emmaus.vic.edu.au)

**Software Licensing Considerations**

Software installed on ICT devices purchased through Emmaus are subject to Academic Licensing agreements, and as such, the use of the software is restricted to school and student use only.

## Emmaus College Personal Mobile Devices Policy (Mobile Phones)

### Rationale

Emmaus College recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone - for example, to contact parents in emergencies or to confirm or change a collection time after school. It is not necessary, nor acceptable however, for mobile phones to be switched on or used during classes. The increased ownership of mobile phones requires that school administrators, teachers, students, and parents take steps to ensure that mobile phones are used responsibly within the school environment. The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable ICT device games, MP3, iPods/iPads and similar devices. This policy also applies to students during school excursions, camps, extra-curricular activities and/or other off campus supervised activities as well as use in the college library.

### Responsibility

It is the responsibility of students who bring personal mobile devices onto school premises to adhere to the guidelines outlined in this document. Personal mobile devices that are brought to school are used entirely at the owner's risk. The College cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from the use of these devices. Students and parents should recognise, however, that personal mobile devices are a highly prized target for theft and, accordingly, should always be stored in a safe and secure place.

### Acceptable Uses

Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure that your child is reached quickly, and assisted in any appropriate way. The school office must be the first point of contact. Any student, who is feeling unwell at school and needs to go home, must arrange this through the Nurse's Station. Under no circumstances should students use either mobile or school phones to contact home and make arrangements to leave except through the Nurse's Station, House Leaders or the respective Assistant Principals or Head of Campus.

### Unacceptable Uses

Mobile phones should be switched off during lessons, private study times, educational activities such as assemblies, during examinations and when they are stored in a locker. They should not be used in any manner or place that is disruptive to the normal routines of the College or to other people. This includes the sending and receiving of text messages or data. Should there be disruptions to classes caused by a personal mobile device, the responsible student will face disciplinary actions as sanctioned by the House Leaders, Assistant Principal or Principal. **This may involve the confiscation of the mobile phone until the end of the school day.**

Personal mobile devices are not to be used as calculators in classes or during assessment tasks or exams. **Personal mobile devices are not permitted into examinations and assessments and other assessments.** Students' results may be penalised if they take personal mobile devices into the examination room.

**NB: VCAA regulations expressly state that NO ELECTRONIC device of any form may be taken into examinations.**

Personal mobile devices are **not** to be used for playing games, to check the time, to check their school timetable, to be used as a calculator or used to take photographs/movies.

## **Personal Mobile Devices with Cameras**

**No photos or videos are permitted without the express permission of teachers and students involved.**

Personal mobile devices with cameras and video capabilities create privacy issues for schools. These issues include: images of people taken without their knowledge; images saved and then sent to other people and posting of these images to the internet or social networking sites. This creates the potential for gross invasion of privacy in areas around the school such as change rooms and toilets. In cases where there are gross invasions of privacy or where student images are used without permission (eg sent to another person on the Internet). Serious disciplinary as well as potential legal consequences can ensue.

**This is a breach of the Australian Privacy Laws. State & Federal authorities could be involved should individuals wish to take action.**

Students must not lend a phone/iPad to another student for use as a phone, for text messaging or for use as a camera or video recording device. The student who owns the phone/iPad will be held responsible for its use or any misuse.

### **Inappropriate conduct**

- Any student who uses vulgar, derogatory, or obscene language while using a personal mobile device will face disciplinary actions as sanctioned by the Head of House.
- Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or video or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary actions. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. If necessary, the school may consider it appropriate to involve State & Federal Authorities.
- Students using mobile phones to bully other students will face disciplinary actions as sanctioned by the House Leaders.
- Any student/s caught using a mobile phone to cheat in exams or assessment will face disciplinary actions as sanctioned by the respective Assistant Principal (Director of Yr 9).
- Should students receive unwelcome phone calls or text messages during school time they must report them to the respective Assistant Principal (Director of Yr 9).

### **Sanctions**

Students infringing on the rules noted above will have their personal mobile device confiscated. It will be taken to a secure place within the school. The personal mobile device cannot be retrieved until after the final class of the day. Parents will be contacted by letter, if a student fails to adhere to the policy.

### **Theft or damage**

Students who bring a personal mobile device onto school premises should keep it in their locker or pocket. Telephones should not be left in unattended bags. The school accepts no responsibility for replacing mobile phones that are lost, stolen or damaged whilst on college premises or on college sponsored functions.

The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared. Parents and students should ensure that such phones are properly and adequately insured as personal property.

## ICT User Agreement to be signed by Parents & Students

Learning technology resources are available to all Emmaus College students. The smooth operation of the school computer network relies on the proper conduct of all users who must adhere to the following agreement.

This agreement must be read in conjunction with;

### Emmaus College ICT Acceptable Use Guidelines

### Emmaus College Personal Mobile Devices Policy

#### As a responsible user I agree that:

- The Emmaus email accounts, blogs, personal web pages or any other computer based material are not private and may be viewed by staff at any time.
- To ensure the learning process is not hindered and as a duty of care, a teacher can ask to view the contents of any ICT device at any time while on the college wifi network. Should a request be made by a teacher, I agree to hand over my ICT device. (In accordance with Australian Privacy Principles legislation.)
- I will bring my ICT Device to school every day fully charged.
- I will log onto the Emmaus Network or any other digital device using only **my username and password** provided by the College.
- My ICT device will have a passcode or lock screen settings. Both my Emmaus College password and passcode will only be known to me.
- I will only use learning technologies at Emmaus College (including the internet) for learning related activities.
- I will take care to check the credentials and reliability of any information obtained from the internet.
- I will treat all learning technologies with respect and due care. I understand that vandalism or any attempt to harm or destroy the data of others will result in the cancellation of my user rights and further disciplinary action.
- I will not modify the Apps or operating system software provided on my iPad or ICT device without the permission of the ITS Coordinator.
- Any modification of the system software including “Jailbreaking” is strictly forbidden.
- I will not access or store offensive images, audio or movies (multimedia content) on the iPads, or other digital storage devices.
- I will only take photographs, recordings and videos of other students or staff with their express prior permission. I will use this content only in relation to school work. I will not distribute any such images, recordings or videos for any other purpose be it soft or hard copy.
- I will not use digital technologies to harass or bully another student or individual. I am aware that law enforcement authorities can be involved in these matters.

Section 474.17 of the Criminal Code Act States that a person is guilty of an offence if they knowingly or recklessly;

- *Use a telecommunications device supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, menacing, harassing or offensive.*

- I will abide by copyright law by not copying and redistributing another’s work and will acknowledge the owners of copyright works.
- I will be responsible for the back-up of all data created on my ICT devices.
- I will regularly backup data and Apps on my iPad using iTunes software and my iCloud account.
- My parents will be aware of and monitor my use of ICT devices and the internet at home.
- I will promptly report any damage to the hardware and/or software to ITS.
- I will transport my ICT Device in a protective case at all times.
- I will take all reasonable precautions to ensure that my ICT Device is not lost or damaged. This includes keeping food and drinks well away from the device.
- If I leave the College before the iPad has been fully paid for, I will pay the remaining amount upon leaving.
- If I am not responsible for my device and breach the policies as outlined in this document, I understand that appropriate disciplinary actions may be taken which may include confiscation of my device or on line privileges revoked.

**I have read and agree to abide by all the expectations listed in this document.**

Student Name: \_\_\_\_\_  
*Please print*

Pastoral Group \_\_\_\_\_  
*Please print*

**Signatures:**

Student ..... Date .....

Parent/Guardian ..... Date .....

***Please sign and return this agreement to your pastoral teacher.***