



## 2022 Big Hill Primary Whole School iPad Access Note

**I must have a user agreement signed by me and by my parent or caregiver before I am allowed to use the school ICT equipment.**

*All students, regardless of age or ability, must have a user agreement signed by their parent. Students sign their user agreements along with their parents. User agreements are becoming accepted as an essential part of Cybersafety Policy and programs for schools and other organisations, including businesses.*

**I can use the school iPads and other school ICT only for school work.**

*This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place which put at risk the safety of the learning environment.*

**If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.**

*This helps children and young people to take responsibility for their own actions, and seek advice when they are unsure of what to do. It provides an opportunity for the teacher and student to work through an issue and so avoid the student making an unwise decision which could possibly lead to serious consequences. Young children need ongoing advice and guidance.*

**I will follow the cybersafety rules, and will not join in if others are being irresponsible.**

*Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example, is becoming a major problem in many countries. Often children become involved in these acts through peer pressure, without thinking of the consequences.*

**If I accidentally come across mean, or rude, or dangerous material I will tell the teacher straight away, without showing any other students.**

*Because anyone at all can publish material on the Internet, it can contain material which is inappropriate, and in some cases illegal. The school has taken a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may inadvertently stumble across something inappropriate. Encouraging students to tell a teacher immediately if they find something which they suspect may be inappropriate, encourages critical thinking and helps children to take responsibility for their actions and keep themselves, and others, safe. This way, they contribute to the cybersafety of the school community.*

**If I am not feeling safe at any time while using the ICT equipment, I will tell the teacher straight away.**

*Big Hill Primary School strives to create a safe and secure learning environment for all members of the school community. Examples of situations involving the use of ICT which might cause a child to feel unsafe could include: contact being made by a stranger through email or text message, the presence of 'scary' images on an iPad screen, and/or misconduct by other students. Staff need to be made aware of such situations as soon as they occur to ensure the school can respond immediately.*

**If I have my own password, I will log on only with that password.**

**I will not share my password with any other person.**

*Passwords perform two main functions.*

*Firstly, they help to ensure only approved persons can access the school ICT facilities.*

*Secondly, they are used to track how those facilities are used. Knowing how the equipment is being used and by whom, helps the school to maintain a cybersafe environment for all users, and teaches the child the importance of personal security.*



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**I will log off or shut down the iPad when I have finished using it.**

**I will log off before letting someone else use the iPad.**

*Logging off or shutting down, stops others from using an iPad under your child's username. When the iPad is started up again, the next user has to enter their own details to log on.*

**If I am sharing an iPad which is logged on under my name, I am responsible for how it is used. If there is a problem, I will tell the teacher immediately.**

*Students often work together at a single iPad. Any misuse of the iPad can be traced back to whoever was logged on at the time. It is important that your child takes responsibility for sensible use of the iPad at all times, and tells the teacher if there is any concern.*

**I will check with the teacher before giving anyone information about myself or others when using the Internet– this includes home and email addresses, and phone numbers.**

*This reduces the risk of your child, or other children, being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise the child's privacy or security online.*

**I will not be careless, try to damage, or steal any school ICT equipment. (If this happens, the school will need to inform my family about what has happened. My family may have responsibility for the cost of repairs or replacement.)**

**I will not try to stop the network or any other equipment from working properly. If I accidentally break something, or I find it broken when I start to use it, I will tell a teacher straight away.**

**I will ask the teacher before changing screensavers, desktop backgrounds, themes or hardware settings.**

**I will have no involvement with making or sending viruses (such as worms) on purpose.**

**I will not print anything without the permission of the teacher.**

*Rules 12-17 are designed to help protect the investment the school has made in expensive ICT technologies. Also, certain settings may have been applied to maximise the safety of the students and the equipment (such as antivirus settings or restrictions on Internet access).*

**I will not download any files such as music, videos, or programs without the permission of the teacher, even if they are for school work. If I am unsure, I will ask the teacher first.**

*Many files available on the Internet are covered by copyright, and although they can be easily downloaded, it may be illegal to do so. Sometimes even innocent-looking files may contain malicious content such as viruses, or spyware (software that searches for personal information from your iPad and transmits it to others over the Internet). As well, some files may contain inappropriate or illegal material.*

**I must have a letter from home, and permission from school, before bringing any USB or other ICT device from home, unless it is part of my normal school equipment. If I am given permission, then I must use that ICT sensibly.**

*The devices referred to in this rule include those specified on page one of this document; for example flash/USB memory devices, iPods or MP3 players. Any students bringing such devices from home are asked to use them sensibly. This applies to the school site, and any school-related activity.*

***NB Parents should be mindful of the school's specific policy regarding students and mobile phones.***

*You might like to take this opportunity to have a discussion with your child about their general use of ICT whether in or out of school. It helps keep children cybersafe if they understand that many of these rules should be followed regardless of whose ICT equipment they are using, where they are (for example at home, at school, or at a friend's house), or who they are with.*



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**I will ask the teacher to check any disk or ICT device (including all disks, memory storage devices, media players, cameras etc) I bring from home, before I use it with school equipment.**

*This rule is designed to protect the school's online security and equipment from viruses which can easily be transferred using disks or other storage devices such as pen drives or memory cards. If your child is using a disk or other device to transfer work between home and school, it should be freshly formatted, or 'blank', before use. This may also stop any of your own personal material from finding its way onto the school's equipment. Even though every effort is made to keep school equipment virus-free, you should scan your child's disk or device for viruses before they use it again with your home computer/device.*

**I will not bring software or games from outside school to use on school equipment.**

*Installing software from home may cause conflicts with the software installed by the school. Big Hill Primary School must also abide by any licensing requirements included within the software. This means that unless the school has purchased a copy, it will not usually be legally entitled to install the software. And as mentioned in point 19, inappropriate or illegal content may be involved.*

**I will acknowledge where work has come from if I have copied it from somewhere. This includes graphics and sound files I use in my own schoolwork.**

*The Internet has allowed easy access to a huge range of information which can be incorporated into students' work by simply cutting and pasting. Most of this material is copyrighted, and thus involves intellectual property issues. Also, the value to students' learning is questionable if they have not thought through this information themselves.*

**I will check with the teacher before using school equipment to copy software, music, videos or other files, in case they are copyrighted.**

*Any such copying is likely to be restricted by copyright laws. Big Hill Primary School cannot condone the use of its equipment for these activities.*

**I will not use the internet or any other ICT equipment to be mean, rude, offensive, or to harass any members of the school community like students and staff, while at school or any school-related activity. The same rule applies when using school ICT at any time, whether at school or not.**

*The basic principles of politeness and respect extend to the use of information and communication technologies. The capacity of ICT to increase the scale and scope of misconduct can make an otherwise minor rule infringement into a much more serious matter. For example, name calling often becomes a more serious issue where texting or emailing has been used to facilitate harassment. Cyberbullying can involve a range of misconduct including the creation of abusive websites.*

**If I break these rules, the school may need to talk to my family about what has happened. In very serious cases, the school may take disciplinary action.**

*Depending on the seriousness of a particular breach, possible school responses could include one or more of the following: a discussion with the student, informing parents, loss of ICT privileges, the family possibly having responsibility for the cost of ICT repairs or replacement, the school taking disciplinary action.*

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(parent/guardian)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(student)

Home Group: \_\_\_\_\_

**PLEASE RETURN TO THE OFFICE BY FRIDAY, 11<sup>TH</sup> FEBRUARY**