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College Copy
Please sign this copy of the Agreement and return it to the College
1. **INTRODUCTION**

Thomas Carr College recognises it has a responsibility through all members of the College community to provide and maintain an effective and efficient contemporary learning environment. This shared responsibility extends to all staff, students and parents accessing the College Information and Communication Technology (ICT) resources and systems.

The College endeavours to continue to provide ICT which:
- personalises and extends student learning
- enhances planning for professional learning to improve teacher quality
- supports connected learning beyond the school
- supports systems for the safe and appropriate access and management of digital learning and teaching resources

The College is committed to achieving positive change through the introduction and implementation of an iPad program. The iPad*, including software, which is made available for students will be funded by the College with the support of the Commonwealth Government Digital Education Revolution (DER) fund.

This Agreement describes the conditions for acceptable use of ICT at the College for the iPad program beginning in 2012. Students and parents/guardians are to read and sign this Agreement as acknowledgement of an understanding and the acceptance of the terms by which this technology is to be used.

2. **ACCEPTABLE USES**

Digital citizenship refers to appropriate behaviour and conduct within an online community. Students will be expected to demonstrate appropriate digital citizenship by adhering to the acceptable uses outlined below. Students should:

2.1 *Respect the aims of the College iPad program*
- bring a charged iPad to school every day
- use ICT equipment and resources for educational purposes only, under supervision
- leave the iPad charger at home in a safe place

2.2 *Respect others*
- follow the same standards of behaviour online as you are expected to follow in real life
- observe copyright rules by respecting the information, ideas and artistic works of others
- acknowledge the author or publisher of information from the Internet and do not claim the work as your own
- use the iPad in a responsible manner and comply with the “covers closed” requests from teachers

2.3 *Keep safe online*
- keep passwords, personal details and work secure
- always get teacher permission before publishing any personal information, photos or video online

3. **UNACCEPTABLE USES**

The following uses of ICT are considered unacceptable:

3.1 *Personal safety*

Do **not**:
- send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc

3.2 *Illegal activities*

Do **NOT**:
- make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- engage in any illegal act, such as threatening the personal safety of others
• install or use software which is not licensed or approved by the College

3.3 Jail Breaking
Jail breaking is the process of removing the limitations imposed by Apple on the iPad. As the iPad remains the property of the College, any attempts to “jail break” the iPad is in direct breach of this Agreement.

3.4 Network security
Do not:
• attempt to gain access to any computer system or service to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails
• provide your password to another person
• post information that, if acted upon, could cause damage to or disrupt the network

3.5 Respect for privacy
Do not:
• re-post a message that was sent to you privately, without the permission of the person who sent the message
• take or distribute photos, sound or video recordings of people, including background figures and voices, without their permission

3.6 Respect for others
Do not:
• make deliberate attempts to disrupt other people’s use of ICT
• use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language
• make personal attacks on another person
• harass another person. If someone tells you to stop sending them messages, you must comply with their request.

3.7 Plagiarism and copyright
Do not:
• plagiarise works found on the Internet. Plagiarism is taking the work of others and presenting it as if it was your original work.
• use material from the Internet in a manner which is a breach of copyright laws
• access or use material from the Internet which relates to Examination or assignment cheating

3.8 Access to inappropriate material
Do not:
• use ICT to access material that:
  o is profane or obscene (pornography)
  o advocates illegal acts
  o advocates violence or discrimination towards other people

3.9 Games in class
Do not:
• unless under specific instruction from a College staff member, use the iPad to play games in the class room

4. NOTIFICATION
You should:
• disclose to your Homeroom teacher or Year Level Co-ordinator any messages you receive that are inappropriate or disturb you
• notify you Year Level Co-ordinator if you identify a possible security problem
• immediately disclose accidental access to inappropriate material to your Year Level Co-ordinator. This will protect you against an allegation that you have intentionally violated the College's ICT policy.
5. **CONSEQUENCES OF IMPROPER USE**

Whilst attached to the network, the College will filter and monitor email, web traffic and content accessed by students to ensure appropriate usage. Any breach will be recorded and the student may be subject to the following consequences:

- warning
- detention or suspension
- informing parents/guardians
- incurring the cost of replacement of equipment
- legal action

6. **USER APPLICATIONS**

Each student will be provided with a $50 iTunes voucher. The purpose of this voucher is to purchase, online, required educational applications for use in the classroom. Such applications will be listed on the College booklist. Any additional applications will be advised by the College as required. Should this voucher be used to purchase anything other than those applications required by the College, it will be the responsibility of the parent/guardian to purchase these at their own expense. Consequences will apply to students that do not have the required applications loaded onto their iPad.

7. **FAULT, DAMAGE or LOSS**

Any fault, damage or loss of an iPad is to be reported immediately to the Information Centre. The College will freight the iPad to its preferred supplier who will advise, in writing, the extent of the damage. **Note: Warranty does not cover physical damage to the device.** The student, via the year level co-ordinator, will be required to complete a report detailing the circumstances around any damage or loss of the device. The parents will be advised of the damage and will be required to attend a meeting with the Business Manager and relevant Head of School. At this point the parents will be asked to pay for the cost of repair or replacement of the iPad. The student will not have the iPad returned to them until payment has been made. There will not be any exceptions to this. Failure to make payment will compromise the students ability to actively participate in their day to day lessons which is not acceptable under the Colleges curriculum.

8. **LIABILITY**

The College will not be liable for any loss or damage as a result of use of the iPad. The content of this Agreement can be changed at the College’s discretion at any time without notification, as experience of the iPad program unfolds.

9. **INSURANCE**

The College has opted not to insure the iPads due to the premium cost and associated excess. Families who are interested in insuring the iPads should contact the Business Manager. Insurance premiums and associated claim excesses will be at the expense of the family.

10. **SECURITY** *(to be read in conjunction with clause 7)*

Students must ensure the safety of their iPad at all times. They must:

- leave their assigned iPad secured in their lockers, secured by a College lock, when not using it in class
- not leave their school bags unattended when they are transporting the iPad to and from the College
- leave their iPad secured in their locker whilst off campus (school excursions, sports activities, etc)
- not swap their iPad with another student or any other person. Parents will be responsible for the full replacement cost should a student not be able to return the iPad that was initially booked out to them
- not leave their iPad unattended
- not leave their iPad in a motor vehicle
- not use their iPad in an unsafe or dangerous manner

Should the iPad be stolen as a result of or failure of any of the above, it will be the responsibility of the parent/guardian to pay for a replacement in accordance with clause 7 of this Agreement.
11. **RETURNING THE IPAD**

The iPad remains the property of Thomas Carr College. The family must provide at least one term’s notice, in writing, prior to withdrawing a student from the College. On the last day of attendance the student together with a parent/guardian will be required to return the iPad to the Information Centre. The family representative will be required to sign off that the iPad has been returned. This document is to be countersigned by an Information Centre representative acknowledging receipt of the iPad. If the iPad is not returned within 5 working days of the exit date, the family will be invoiced for the full replacement cost of a new iPad. There will be no exceptions to the period of notice.

12. **AGREEMENT**

This Agreement is to be signed and then submitted on the day that the iPad is collected from the College. Your son/daughter will not have access to an iPad until this agreement has been signed and submitted. IPads may be collected on Monday, 23 and Tuesday, 24 January 2012 between the hours of 9.00am and 4.00pm. The iPad must be collected by a parent or guardian.

**Student**

I understand and will abide by the terms and conditions specified in this Agreement (pages 1 through to 4). I further understand that any breach of the Agreement may constitute a criminal offence. Should I commit any breach, my access privileges may be suspended and disciplinary and/or legal action may be taken.