



St. Joseph's Catholic Primary School

Reminders:

Online Procedures and Policies During COVID 19

1. Will students be able to use social media on their iPad?

According to the law, there are age prerequisites when using social media. **During school hours, students will not be able to access social media.*

2. Could a student have their access to St Joseph's IT network suspended?

Yes. The school reserves the right to remove this privilege. Access will be removed if a student is in breach of our *Policy on Acceptable Internet Use* and the *iPad Code of Conduct and Agreement Policy*. Parents will be notified should there be a breach of policy in regards to online use. If a student breaches this policy by using IT in an unacceptable, inappropriate or unethical way, the penalties will be in line with the school's Behaviour Support Policy, and range from:

- a warning to the student
- the student's access to St Joseph's IT network being either suspended or revoked

3. Unacceptable use that will not be tolerated:

- identity theft
- using ICT without permission or without supervision by a teacher
- visiting any site that has not been approved by the teacher
- using the Internet to access offensive or inappropriate information
- interfering with emails or files belonging to others
- downloading anything without the teacher's permission
- inappropriate use of social media, apps, websites or communication forums
- using the iPad to bully, frighten, harass, annoy or upset a person.

4. What happens if home technology just stops working?

Any issues with the technical operations of devices need to be brought to the attention of the teacher and parents as soon as possible. Parents will need to make plans to have the device fixed or replaced as soon as possible.

5. Can a student use their iPad if the screen is damaged?

No, as the tiny shards of glass and the harmful chemicals that could seep out, may cause injury. If this has occurred tell the class teacher or parents immediately.

6. Home Internet Access

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. Printing at home will require a wireless printer.

7. Care and Maintenance of the iPad

1. The care of the iPad is each student's responsibility.
2. The iPad has a protective case to help minimize damage. The iPad must remain in the protective case at all times.
3. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw or slide the iPad or a bag that contains an iPad. Never carry the iPad in the same school bag compartment as a lunchbox or drink bottle. Avoid placing weight on the iPad.
4. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, slightly water- dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
5. While the iPad is scratch resistant, the iPad will scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.
6. Never expose an iPad to long-term extremes in temperature or direct sunlight. Do not store an iPad in a car.
7. iPads come with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
8. Each iPad has a unique serial number and identification sticker. At no time should these numbers or stickers be modified or removed.

8. Daily responsibilities

iPads or online devices must be available each day in a fully charged condition. Students need to charge their iPads every evening.

St Joseph's Primary School Student/Parent Agreement for IT Use

Please read the following carefully with your child. This document must be read in addition to the *ICT Policy*, the *ICT Acceptable Use Agreement 2020*.

The use of St Joseph's IT network is a privilege and not a right.

- I will use technology in ways that are appropriate and educational.
- I will use appropriate language when using emails, journals, online learning or any other forms of communication.
- I will be mindful of my digital footprint. Therefore, I will not create, nor encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumours, gossip, or engage in any activity that is harmful to myself or other persons.
- I will keep my personal information, such as name, address and contact details to myself and not share them on the Internet.
- I will remember that all Internet social sites require users to be 13+ years.
- I will ask my parents' permission before I download games from the Internet or create my own site or YouTube channel.
- I will never put photos of myself or others on the Internet.
- I will use a screen saver picture that is appropriate to someone of my age, as identified during our beginning of the year class discussion.
- I will never look at anything that is inappropriate on the Internet, and if I see something that is inappropriate, I will tell an adult rather than share it with another student.
- I will stay focused on tasks and only use the apps my teacher has indicated during school hours.
- I will have permission from my teacher before visiting sites on the Internet during school hours.
- I will take good care of my iPad.
- I will store my iPad appropriately when I am not using it.
- I will protect my iPad by only carrying it while it is in the case provided.
- I will never lend my iPad or give my password to other individuals (except with teacher / guardian permission).
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and not use cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in anyway.
- I will not remove or deface the serial number or other identification on any iPad.
- I will accept responsibility for all damage or loss caused by neglect or abuse.
- I will only AirDrop pictures with teacher permission.
- I will regularly ensure I have enough memory on my iPad by keeping photos that are required for school and minimising the number of other unnecessary photos.