Acceptable Use of ICT Agreement

Information and Communication Technologies (ICT) includes computers, handheld devices (electronic devices, smartphones, tablets), printers, digital cameras, internet and email facilities, and other associated electronic and mechanical hardware and software.

I understand that the use of ICT resources at Fortitude Valley State Secondary College is a privilege, which involves the acceptance of certain responsibilities. I understand and agree to the following:

In using ICT resources appropriate for all learning tasks:

I am not permitted to:

- access, copy or distribute any material that is controversial, inappropriate, obscene or offensive
- download, install or transfer any software or material that violates copyright, intellectual property or licensing laws
- send, transfer or create computer viruses
- access the control panel, system configuration, or make any changes to settings, passwords other than my own on school owned devices
- directly or indirectly access drives other than those allocated to me
- seek access to files or messages intended for, or belonging to, others
- directly, or indirectly, move, delete or modify any files (other than those in my personal drive)
- be involved with electronic or physical vandalism, harassment or bullying
- capture, manipulate or transmit photos of members of staff or students without their prior approval.
- use any login other than my own.

The College, parents and officials have the right to access and inspect the contents of student files and emails at anytime. Random audits of student files will be carried out regularly by ICT Network Administrators. Students found to be violating this policy or any law will receive the appropriate consequences and may include referral to appropriate authorities.

I accept that breaching this agreement will result in me losing access to ICT resources temporarily or permanently, depending on the seriousness of the offence. For serious matters, disciplinary action by the FVSSC Administration will be taken. I will need to re-negotiate how I use ICT's at school, after my penalty has been served.

_____   _____   _____

Student name   Student signature   Date

I have read the above agreement, and I:

1. Give/ do not give permission for my child to access, produce and communicate information on the internet.
2. Understand that my child's computer files, internet and email usage will be randomly checked by the ICT Network Administrators.

_____   _____   _____

Parent/ caregiver name   Parent/ caregiver signature   Date

BYO iPad Program

Technology is a driving force in the world today. It also introduces some remarkable opportunities for schools to expand what's possible for teaching and learning. For that purpose, Fortitude Valley State Secondary College will support a bring-your-own-device (BYOD) **Apple iPad** program.

Apple has always designed products that make learning personal and empower the creative genius in all of us. We've chosen the Apple platform because it aligns with our goals to make learning relevant, inspire creativity, enhance collaboration and enable every learner to be a creator who believes their work matters.

Curriculum and Pedagogy

FVSSC is an iPad school and our curriculum and pedagogy are heavily augmented through the use of an iPad within and outside the classroom. Due to the specialised apps required in our classroom environment, a laptop is not a suitable replacement for an iPad. All students are required to supply an iPad as standard school equipment through a BYOD program. The iPad is the core learning device for all year levels.

Our goal is for students to use iPads as a tool to support key processes in learning. Teachers will use them to create environments to facilitate deeper engagement in learning and higher-order thinking. The iPad has the varied functionality that will allow students to consume and produce information in a mobile form through:
- textbooks available on the iPad in eBook formats
- a carefully selected range of classroom apps
- resources that are available at all times.

A range of apps will be used to transfer content and students will be projecting work through air play systems such as Apple TV and AirServer.

All students are expected to have their iPad at school fully charged, with enough space to save class work and install apps and books for classes. Students must abide by the standards in the school's Responsible Behaviour Plan and ICT Acceptable Use Agreement.

Requirements for 2020
Device specifications
- iPad, iPad Air or iPad Pro (must be compatible with Apple pencil and minimum screen size of 9.7")
- Apple Pencil (or Logitech crayon)
- must support iPadOS
- Smart keyboard (optional)
- Students may have a device with cellular connection capability: however, they will be required to access resources and internet through the school's Wi-Fi network while at school. A Wi-Fi only model will also reduce the cost of the device without compromising the student's ability to complete school tasks.

Purchasing options and setup instructions
Families may purchase an iPad and chosen accessories from any preferred retailer as long as it meets the minimum requirements. FVSSC has also arranged purchasing bundle options through our preferred retailers. We will host information sessions for families in term four about purchasing (how, what and where to purchase) as well as how to set-up and use the iPad. Information will be sent directly to families early in term four.

Textbooks and apps
We aim to have all resource books accessible on the iPad, either as iBooks or eBooks (PDF versions). These books have additional functionality for note-taking and interactive resources. A range of apps will be utilised throughout the curriculum. These apps and books will be deployed by the school to student devices providing on-demand access to up-to-date resources. The cost for purchasing and deploying the electronic books and apps will be covered by the student resource scheme (SRS). If you choose not to be part of the SRS you will need to purchase and install the books and apps separately.

Monitoring and cybersafety
We expect students to take responsibility for their device and the use of it. Web filtering has its benefits; however, these systems are not foolproof and will never block 100% of inappropriate content. If you have any concerns, please talk to your child's teacher.

Insurance

We strongly recommend that all personal electronic devices are insured against accidental damage, loss and theft.
You can either:

- include the iPad on your home and contents insurance
- contact an insurer that offers specific student device cover products

Digital Learning Expectations – iPads

All students use technology to support their learning at Fortitude Valley State Secondary College and are required to comply with the following expectations regarding their use. The iPad is a learning tool that students will bring to every lesson and use according to the expectations outlined in the school's Responsible Behaviour Plan.

iPad as a Leaning Tool

We expect all students to arrive to school ready and prepared to learn. This includes ensuring your ICT equipment is functional and in good working order. It is important to familiarise yourself with the following expectations:

- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- Devices should be stored in school bags when moving between classes or around the school.
- While at school, devices should be used for educational purpose. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all IC equipment, including USBs and home devices are tested for viruses and other threats.
- Ensure at least 1GB of storage capacity is available at all times for use in learning activities.
- Update your device and apps regularly. Running the latest version of iOS and apps ensures you can make the most of your device.
- Only run approved and officially released version of iOS.
- Ensure that the device is well maintained and in good working order.

During lessons

Technology (e.g. iPad) is a valuable teaching and learning tool. To make the most of learning time, the following routines for the use of your device have been developed.

- Wait to use your device or open apps until your teacher instructs you to do so.
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.
- Projecting your own device onto a teacher's device or projector through AirServer of AppleTV may only occur after direct teacher instruction to do so.
- Your device cannot be used during exams unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.

Communicating with others

Your device will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

- Respectful communication conventions must be used at all times, either on the iPad or when using other communication methods.
- When communicating or transferring documents between yourself, teachers and other students you are only permitted to use your EQ email address.
- Email or other forms of communication, including Bluetooth (e.g. Airdrop), may only be used during class time when directly instructed by a teacher.

Acceptable use of Network Agreement

The computer network provides resources to enhance our learner-centred community. The Network Agreement has been designed to maximise the benefits that come from using a networked computer system with internet access while minimising the risks. Access to the network for all students is conditional on complying with this user policy statement and guidelines.

Key conditions of use

All users have an individual logon user name that is password protected. The individual user name provides rights and privileges such as internet, a personal folder, common areas and printing. Activities are being monitored at all times through student logon names. This consists of:

- *Formal Monitoring*: traced by user logon details and includes proxy log, printing records, workstation records
- *Informal Monitoring*: staff access to student folders, network administrators applying filters and regular searches and removal of harmful data

1. User logon integrity
- Each user must keep all passwords secret. No user may share their password or give other access to their account, even by logging in for another person.
- No user may attempt to gain access to another user's account.
- Users are responsible to select a password that complies with Education Queensland's minimum standards for password complexity, as per password creation guidelines at time of creation or reset.

2. Network security and student safety
- No student may create, access, store, transfer, email, redistribute or use files that illegal, offensive, dangerous or harmful in any way.
- Student must always ensure files, including files transferred by USB and Wi-Fi links are used for educational purposes and are scanned for viruses prior to use. Inappropriate files such as trojans or keygens that are introduced to the school network will be detected and will require action.
- School ICT hardware may not be altered in any way.
- Students are to inform staff immediately of any suspected inappropriate activity.

3. Internet and email use
- Internet and email is provided for assigned class work and assignments set by teachers, solely for educational purposes as supervised and approved by the school.
- Internet and email are to used appropriately and legally with consideration of other users and respecting the privacy, safety and reputation of themselves, others and the school.
- Students should consider 'Netiquette' when communicating online. Personal details, images or information should never be included in online communication.
- The use of inappropriate language in emails will be a breach and be picked up by EQ Wordscan.
- A monthly internet download quota limit will be applied to all user accounts. The limit will be sufficient for educational activities to be carried out.

Consequences

Any student participating in activities that breach network security may result in disciplinary action as outlined in the school's Responsible Behaviour Plan. Consequences may include detention, loss of privileges and access, suspension. Students and parent/ caregiver will be required to re-sign the Network Agreement following any breach.

4. Cybersafety and security
The safety of our students when working in an online environment is a high priority

- Ensure your cybersafety by keeping your personal details, including username, password, address or phone number private.
- Your account details need to be kept private. It is not appropriate to share these details with another student for their use.
- In line with cybersafety guidelines, ensure you do not, under any circumstances, store, send or upload photos of yourself, other students, teachers or visitors to the school.
- Social media (e.g. Facebook, AskFM, Instagram, Twitter, SnapChat etc) are not to be accessed during class time.

- All activities on the school network, including internet history, may be stored, accessed and monitored by authorised EQ staff to determine your compliance with this agreement.
- Hacking or attempting to hack the network and other accounts or bypassing network security or filtering are seriously inappropriate uses of ICT equipment and will incur consequences.
- Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school
- The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain, including the internet, is a breach of the school's Responsible Behaviour Plan for Students
- The viewing, scanning, storing, transmitting, forwarding, printing, playing, etc. of inappropriate images, video, audio, or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to an activity.

Waiver of Liability:
- The school restricts access to some material available via the internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the internet, nor for any loss however arising from use of, or reliance on information obtained through its internet service or in relation the reliability or quality of that service.
- The school does not accept responsibility for any damage or loss to student owned devices or accessories brought to school or connected to the school's ICT resources. Families should check personal insurance cover for events such as loss and/ or damage.

I accept that breaching this agreement will result in me losing access to ICT resources temporarily or permanently, depending on the seriousness of the offence. For serious matters, disciplinary action by the School's Administration will be taken. I will need to re-negotiate how I use ICT's at school, after my penalty has been served.

_____   _____   _____

Student name   Student signature   Date

I have read the above agreement, and I:

1. Give/ do not give permission for my child to access, produce and communicate information on the internet
3. Understand that my child's device files are to be backed up regularly so that work will not be lost as a result of device malfunction.

_____   _____   _____

Parent name   Parent signature   Date