

# PROTOCOLS FOR USING MY ICT DEVICE RESPONSIBLY FOR LEARNING

These protocols are to be followed in conjunction with the St Patrick's Responsible ICT Usage Guidelines in the Student Diary. The term 'ICT Device' in the protocols refers specifically to iPads and Laptops; however, it can also include mobile phones, iPods, tablets and similar devices.

| Protocol  | Description   | Consequences – Year 7-9  |
|---|---|--|
| <b>1. Bring your ICT Device to school fully charged every day.</b>                | <ul style="list-style-type: none"> <li>• Ensure your ICT Device is charged overnight and leave the charger at home.</li> <li>• Ensure you have enough battery life in your ICT Device to last the entire school day.</li> </ul>   | <ul style="list-style-type: none"> <li>• Classroom teachers will keep an eye on battery life throughout the day. If they find you are not making it through the day with life left, or are continuing to come to school with the battery already significantly used, then you will be required to complete a <b>10 minute community service during recess or lunch, as issued by the classroom teacher.</b></li> <li>• <b>An ICT Related Incident will be logged on SIMON by the classroom teacher.</b></li> </ul>   |
| <b>2. Use your ICT Device only under the specific guidance of a staff member.</b> | <ul style="list-style-type: none"> <li>• The default position for the ICT Device is inside the neoprene sleeve/bag, therefore at the start and end of class, your ICT Device will be stored inside the neoprene sleeve/bag.</li> <li>• Only take your ICT Device out and use applications and access websites when instructed to do so by a staff member.</li> <li>• When a staff member instructs, close the ICT Device cover or lid immediately.</li> </ul>   | <ul style="list-style-type: none"> <li>• If after having been warned, and you continue to have your iPad out of the neoprene sleeve when you have NOT been instructed to use your ICT device, you will be required to complete a <b>10 minute community service during recess or lunch, as issued by the classroom teacher.</b></li> <li>• <b>An ICT Related Incident will be logged on SIMON by the classroom teacher.</b></li> <li>• <i>Classroom teachers will continue to track the ICT Related Incident on SIMON. The 1:1 Coordinator will determine if it is the <u>second</u> occasion which will result in a lunchtime detention with the 1:1 coordinator. The <u>third</u> occasion will result in an afterschool detention.</i></li> </ul> |
| <b>3. Mute your ICT Device unless directed by a staff member.</b>                 | <ul style="list-style-type: none"> <li>• Your ICT Device is not to be used for streaming music or movies unless under the direct guidance by a staff member.</li> <li>• Please don't use your ICT Device to deliberately disrupt the learning environment in the classroom.</li> </ul>  | <ul style="list-style-type: none"> <li>• If you use sounds on your iPad to disrupt the learning environment in the classroom, you will be required to complete a <b>10 minute community service during recess or lunch – as issued by the classroom teacher.</b></li> <li>• <b>An ICT Related Incident will be logged on SIMON by the classroom teacher.</b></li> </ul>  |
| <b>4. Protect and respect your ICT Device at all times.</b>                       | <ul style="list-style-type: none"> <li>• Your ICT Device is to be secured in the College approved protective cover and/or neoprene sleeve/bag as provided with the ICT Device at all times when not in use. Any items that are lost, damaged or defaced must be replaced.</li> <li>• When not in use in class, store your ICT Device locked in your locker. Never leave your ICT Device unattended in a classroom or on top of your locker.</li> <li>• When travelling to and from school and between classes, your ICT Device will always be inside the neoprene sleeve/bag provided. This also includes before school, recess, lunchtime or afterschool.</li> </ul> | <ul style="list-style-type: none"> <li>• Classroom Teachers will check that you have your neoprene sleeve. If you don't, then you will be required to have it with you the following day. If you don't bring it in, then you will be issued with a <b>10 minute community service during recess or lunch – as issued by the classroom teacher.</b></li> <li>• <b>An ICT Related Incident will be logged on SIMON by the classroom teacher.</b></li> </ul>  |

| Protocol   | Description  | Consequences – Year 7-9   |
|--|--|---|
| <p><b>5. Access educational content only during class on your ICT Device.</b></p>      | <ul style="list-style-type: none"> <li>Only use your ICT Device for school related purposes, during class and study sessions, therefore you are not access any personal content, services or websites during class time. This includes, but not limited to games, streaming of movies/music or any form of social communication.</li> <li>Ensure that all apps and programs open on your ICT Device are closed at the end of each lesson. This will help minimise distractions and keep you focussed on the task at hand.</li> </ul> | <ul style="list-style-type: none"> <li>If you continue to use your iPad for reasons other than what you have been asked (ie playing games, watching videos, streaming music), you will be required to attend a lunchtime detention with the 1:1 coordinator (this will be issued by the 1:1 coordinator). All non-educational apps will be removed on the first instance.</li> <li><b>An ICT Related Incident will be logged on SIMON by the classroom teacher.</b></li> <li><i>Classroom teachers will continue to track the ICT Related Incident on SIMON.</i> The 1:1 Coordinator will determine if it is the <u>second</u> occasion which will result in the inability to install apps for two weeks after all non-educational apps are removed. The <u>third</u> occasion will result in further restrictions placed on the iPad.</li> </ul> <p>NB: If a restriction code is already in place and the code is unknown (after a conversation with parents by the 1:1 coordinator) the iPad will be factory reset to allow the new restriction code to be applied.</p>                               |
| <p><b>6. Ensure content on your ICT Device is appropriate at all times.</b></p>        | <ul style="list-style-type: none"> <li>Ensure that personal content stored on your ICT Device is appropriate at all times and understand that storage space for school related content is a priority. This includes wallpaper and language in accordance with points 2/3 of the St Patrick's ICT Responsible Use Guidelines document.</li> <li>Ensure that no 'black listed', age or theme inappropriate apps or links/bookmarks are installed on your ICT Device.</li> </ul>  | <ul style="list-style-type: none"> <li>If inappropriate content is found on your iPad, you will be directed to the relevant YLC to be dealt with.</li> <li>If you use 'black listed' apps during classtime, you will be required to attend a lunchtime detention with the 1:1 coordinator (this will be issued by the 1:1 coordinator). All non-educational apps will be removed on the first instance.</li> <li><b>An ICT Related Incident will be logged on SIMON by the classroom teacher.</b></li> <li><i>Classroom teachers will continue to track the ICT Related Incident on SIMON.</i> The 1:1 Coordinator will determine if it is the <u>second</u> occasion which will result in the inability to install apps for two weeks after all non-educational apps are removed. The <u>third</u> occasion will result in further restrictions placed on the iPad.</li> </ul> <p>NB: If a restriction code is already in place and the code is unknown (after a conversation with parents by the 1:1 coordinator) the iPad will be factory reset to allow the new restriction code to be applied.</p> |
| <p><b>7. Refrain from touching or interfering with other students ICT Devices.</b></p> | <ul style="list-style-type: none"> <li>Use a complex passcode or password to protect against unauthorised use by others.</li> <li>Keep your login account details to yourself. You are responsible for any action carried out under your login username.</li> <li>Students are not to access any ICT Device using another student's or staff member's user name and password.</li> </ul>   | <ul style="list-style-type: none"> <li>If you touch or interfere with someone else's iPad, you will be required to attend a lunchtime detention with the 1:1 coordinator (this will be issued by the 1:1 coordinator).</li> <li><b>An ICT Related Incident will be logged on SIMON by the classroom teacher.</b></li> <li><i>Classroom teachers will continue to track the ICT Related Incident on SIMON.</i> The 1:1 Coordinator will determine if it is the <u>second</u> occasion which will result in you being issued with an after school detention.</li> </ul>   |