

# Student Acceptable Use Policy



## Introduction

The focus of the iPad BYOD program at Mueller College is to provide students with the teaching and learning tools that prepare them for a technologically immersed world. Integrating iPads effectively in the curricula is essential for increasing student learning outcomes, active engagement, motivation, and self-initiated learning.

Effective learning is a culmination of continuous interaction between students, teachers, parents and the community. Technology transforms the role of the teacher from a director of learning to a facilitator of learning, and effective teaching and learning with iPads integrates technology into the curriculum 'anytime, anyplace'.

The policies, procedures and information within this document apply to all iPads used at Mueller College, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

The use of the technology at Mueller College is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions outlined in this policy, privileges may be terminated, and the appropriate disciplinary action will be taken.



## Privacy, Copyright, User Rights

Parents / Guardians must certify that all content stored on the device is compliant with copyright law and regulations. All content including but not limited to file, photos, videos and music must remain appropriate, as deemed by the College, at all times. The College retains the right to review the content of any device registered under this agreement.

## Setup & Use at School

Students will be accessing Internet through the College network. The College constantly monitors and filters internet usage, using the Netbox Blue system. Student internet usage at the College is tracked and logged with filtered website and search criteria. The College may block student access to the College network. 3G and 4G capability is not allowed and not necessary, however Wi-Fi accessibility is mandatory. 3G and 4G are NOT to be used for Internet access whilst on the College property.

### Passwords:

Students must enable a passcode on their iPads, with auto-lock set to 5 minutes. They must not share their passcode with other students, but parents must know the passcode.

Students will receive a Wi-Fi password unique to them upon student and parent signature on the Student Acceptable Use Agreement. This password must not be shared with anyone and only used for the student's individual iPad.

### Home screen Set-up:

Students are expected to reserve the main (first) home screen for school app folders. All entertainment, games, etc. must be placed in the second screen onwards.

### Charging:

Students are expected to bring their iPads to school fully charged. There will not be facilities at school for charging devices. It is recommended students put their device on charge in the evening when they go to bed, as this ensures it is ready for each day's learning. There will not be devices for 'loan' at school. Course work will be completed without the iPad if it cannot be used.

### Care:

Students are responsible for the care of the iPad they bring to Mueller College. iPads that are broken or fail to work properly must be fixed/repaired as soon as possibly to continue daily work.

- The iPad is the student's property and should be treated with respect and care
- Do not jailbreak the device
- Always update to the latest iOS version
- Only use a clean, soft microfibre cloth to clean the screen (do not use any cleanser liquids, etc.)
- Insert cables and adapters carefully so as to prevent damage
- iPads are not to be left in backpacks, unlocked car or any unsupervised area
- Students must keep their iPad in its case at all times to avoid damage.
- Do not share headphones or earpods with other students for hygiene reasons



### Apps Needed:

- Pages
- Numbers
- Keynote
- iMovie
- iBooks

*Other apps will be recommended by teachers, and will be optional. Each year, essential apps will be listed on the Book List.*

All subject textbooks remain as paper textbooks, however some can be purchased as ebooks for the iPad. Students are welcome to purchase these if they wish, however they will not be replacing the need for a paper textbook to be used in the classroom. Over time, Mueller will transition towards the use of eBooks as they become available.

### Games & Music

While at school the iPad is a learning tool and educational device, not an entertainment device. Therefore it is to be used for learning, not entertainment. Games, music and other entertainment apps are not to be used during school times, nor should appear on the school Home Screen. iPads are not a device to accompany study or tutorials during school.

### Transport & Storage @ school

As with all belongings, students will be expected and responsible for the care and security of their iPads. Lockers will be a safe storage space for bags and iPads throughout the day when not being used. iPads are to be safely secured in lockers in all breaks, during sport or other extra-curricular pursuits. All students will be required to purchase a case that meets adequate standards of durability, protection, functionality (see *What is needed?* for more detailed options and prices). The college does not have insurance cover on personal items that are brought to school.

Students will be transporting their devices in their bags to and from school each day. Bags should not be left unattended or out of view when travelling to and from school via public transport.

### Cyber Safety / Cyber Bullying

Cyber safety broadly refers to appropriate and responsible behaviour online. It includes; online privacy and information protection, good manners and behaviour, knowing how to get help to deal with online issues. Students need to be aware that there always exists a permanent and retraceable record of anything sent - photo, text or video / audio. Passwords, personal details or other private information should not be sent or provided without careful consideration first.

Cyberbullying is when technology, such as email, mobile phone, chat rooms and social networking sites are used to verbally or socially bully another person; an ongoing abuse of power to threaten or harm another person. Students who are found to engage in this type of behaviour in or outside of the college will face serious consequences. Most social networking providers have a "report / block this person" or "report Abuse" link on their page or users profile, while a lot of social network apps have a 'Help' tab where abuse can be reported. Mobile phone service providers also take complaints



and requests to remove content. Students are also encouraged to report incidents to their Pastoral Care or classroom teacher, Nurse, Heads of Sub-School or Chaplains.

### **Printing Policy**

Student printing at school is done by logging on to a library computer, or computer in one of the labs where a designated printer is connected. The library can be accessed during breaks for this, while labs can only be used during a timetabled lesson in it. This will remain the same with iPads. Students will need to email any documents stored on their iPad, to their school email address, which can be accessed on the library or lab computers and printed.

### **Troubleshooting / Tech support Processes**

The Mueller IT Helpdesk staff can be accessed for any issues that arise needing technical support or resolution. This would include network connection issues. The IT Helpdesk office is located along the road way between the library and Student Services, and can be accessed by students during morning tea and lunch *only*. They will not provide facilities to recharge flat iPads. Damaged or lost iPads are to be reported to teachers and IT Helpdesk staff.

### **Troubleshooting iPad Guide**

Apple iPad Guide — <http://www.apple.com/support/ipad>

Basic Troubleshooting — <http://www.apple.com/support/ipad/assistant/ipad>

Service and Warranty Information — <http://www.apple.com/support/service>

To organise repairs, quotes, and replacements for broken screens or other damage, either call AppleCare (1300 321 456), or book a Genius Bar appointment via the Apple Store app, or online at <http://www.apple.com/au/chermside>.



## Digital Citizenship

Mueller College aims to prepare students for life in the world and eternity by providing biblical principles through an excellent education in a distinctly Christian environment. Students are expected to uphold the values of the College in all aspects of their schooling; Respect God, Respect themselves, Respect Others and Respect the environment. With the privilege of using a device at the College comes the responsibility to use the technology in a manner that is in keeping with these values and mission statement.

As a student, I will, in my actions and behaviour demonstrate:

### Respect for God

- I am God's creation. I will conduct myself, treat others and use technology in a manner that celebrates His creation (1 Peter 1:15-16 states, "But just as he who called you is holy, so be holy in all you do; for it is written: 'Be holy, because I am holy'" (NIV))

### Respect for myself

- I will show that I am God's creation, online
- I will leave a positive digital footprint
- I will be honest and trustworthy
- I will think of consequences before I communicate
- I will use appropriate language
- I will keep my personal details private
- I will protect my password(s)
- I will seek the support of a trusted adult who I know personally if I experience problems or feel uncomfortable online
- I will use the tools available to me for learning
- I will keep my iPad updated and charged so that it is ready for use at school
- I will securely store my iPad
- I will backup my iPad
- I will keep up-to-date with information sent to me.

### Respect for others

- I will show God's love for others, online
- I will treat others how I want to be treated
- I will not bully or tease
- I will respect the privacy and personal details of others
- I will ask permission before capturing, editing or publishing/sharing images, video, audio and work of others
- If I have a problem, I will talk face to face with the person with whom I have a problem in a respectful manner
- I will respect the efforts of other people to support the learning and behaviour of all students
- I will allow staff to access and handle my personal technology to assist me and support appropriate use and behaviour



Prior to use in the classroom, a signed Acceptable Use Agreement (parent and student signed) found at the end of this document will need to be returned to Pastoral Care class teachers. Once it has been returned, a username and password will be provided for school network access. Throughout Term 1, the L Plate program will be completed by all students educating students on:

1. Learning Use
2. Responsible Use
3. Balanced Use
4. Safe Use
5. Christian Use

### **Responsible and Acceptable Use**

- Students will arrive at school each day with fully charged devices
- Devices are not a replacement for paper textbooks, writing materials. All other school materials will be brought to classes
- Have your device well labelled with your name and phone number, and in an appropriate protective case
- Have all required apps loaded and ready to be used
- Ensure the device brought to school has the memory space available to attend to the required learning tasks in the class
- Devices are only ever to be seen and used during classes. Devices are to be put away and stored safely during all breaks, before and after school while on school grounds
- During class time, devices are to be used as the teacher directs and in the manner the teacher specifies
- Report all technical issues to IT Helpdesk staff for resolution, before or after school, or during breaks
- Always place device on a stable surface and carry it with care
- Be responsible by ensuring device is safely stored in lockers when not being used in classes, during sport, chapel, during breaks
- Not share passwords or private information with anybody else
- Offer the device for auditing or checking by college staff / teachers when asked
- Choose to use only appropriate sites for mindful learning
- Report any damage or loss of device to teacher and IT Helpdesk staff immediately
- Obey school rules concerning behaviour and communication that apply to iPad and Internet use
- Monitor all activity on your account
- Backup and secure all work
- Report (screenshot) any emails or social media activities containing inappropriate or abusive language or questionable subject matter to College Administration
- iPads that are stolen must be reported immediately to Administration and the Police department
- Students must take their iPads home each day (not left in a locker or classroom)
- iPads must not be left in unsupervised areas
- Students are responsible for ALL damage to their iPads including, but not limited to broken or cracked/damaged screens or a damaged chassis, inoperability, etc. If a student damages another student's iPad, they will be completely responsible for the damages and repair/replacement costs



- Students adhere to the Responsible User Policy and College rules, policies and procedures in all things that relate to school
- Students are aware that staff of the College may need to access and handle student iPads to assist them, and support appropriate use and behaviour
- Students must delete apps or content from their iPads that are considered inappropriate for school
- Significant issues in relation to iPad use may lead to the student iPad being confiscated by the appropriate Head of School
- Students must not jailbreak their iPads, or have pirated content and apps on their iPad
- Students must write down their serial number and keep it somewhere safe

### **Unacceptable Use**

- The use of 3G or 4G mobile WIFI on a device is not allowed. Only the college network is to be used by students while at school
- Devices are not be used outside of classrooms unless under supervision and direction by the teacher
- Use of the iPad camera is not allowed unless directed by teacher
- iPads do not replace textbooks, or any other learning materials
- Protective covers should not be removed from the iPad for any reason
- Games or entertainment are not to be seen or used while at school
- Music is not able to be listened to during classes or study, unless used for learning as directed by teacher
- Students should not touch or use the device of another person without their permission
- Inappropriate use of the school network, or attempting to access the school network via some ones else's login and username
- Giving personal details to others, such as passwords, lock codes, or locker padlock codes
- The use of iMessage, chatrooms or social media while at school
- The sending or use of inappropriate or explicit language, photos or images
- Posting of photos or videos of other students in school uniform or other identifying features, or staff on social media is not allowed
- Consequences will be in accordance with the Behaviour Management Policy and Procedures. They may include the loss of iPad use and privileges, loss of network access, or more severe consequences of repeated or gross unacceptable use as set out in this User Agreement. The Head of College will be the final arbiter of consequences issued
- Do not transmit or share copyrighted or pirated apps
- Accessing or sharing of offensive, profane, threatening, pornographic, obscene or sexually explicit materials
- Spamming other users
- Using the school's internet or email accounts for financial or commercial gain, or for any illegal activity
- Engaging or participating in credit card fraud, electronic forgery, ID theft, or other forms of illegal behaviour
- Vandalising other student iPads or school equipment
- Attempting to bypass the school filtering system via any means.



# Student Agreement

## *(Student Copy – Retain for own records)*

- I will use my iPad in ways that are appropriate, meet school expectations and are educational
- I will use appropriate language when using emails, social media, comments and forums, blogs, or any other form of communication. I will not create, or encourage others to create rude or abusive content. I will not use digital communication to spread rumours, gossip, or engage in any activity that is harmful to others
- I understand that my iPad is subject to inspection by administration and teaching staff at any time without notice
- I will follow the policies outlined in the *iPad Acceptable Use Policy* and the School Handbook while at school and at home during all times
- I will take good care of my iPad
- I will never leave the iPad unattended and I will know where it is at all times
- I will protect my iPad by only carrying it while in the case provided
- I will never loan out my iPad or give my password to other individuals
- I will not let anyone else use my iPad other than my parents or guardians
- I will charge my iPad's battery daily and arrive at school with my device fully charged
- 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; no cleaners. I will not disassemble any part of my iPad or attempt any repairs
- I will not remove or deface the serial number or other identification on any iPad
- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform my pastoral care teacher and the School Office
- I will be responsible for all damage or loss caused by neglect or abuse
- I agree to the stipulations set forth in the above documents
- I have read and understand what constitutes acceptable use at school, and what actions and behaviours are unacceptable and not tolerated
- I understand that unacceptable use will result in consequences and loss of iPad and other technology privileges
- I agree to maintain the college expectations and be a responsible and safe user.

**I agree to the stipulations set forth in the above documents.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Enabled (IT):  \_\_\_\_\_ Scanned (Student Services):





# Student Agreement

## *(College Copy – Hand in to Pastoral Care Teacher)*

- I will use my iPad in ways that are appropriate, meet school expectations and are educational
- I will use appropriate language when using emails, social media, comments and forums, blogs, or any other form of communication. I will not create, or encourage others to create rude or abusive content. I will not use digital communication to spread rumours, gossip, or engage in any activity that is harmful to others
- I understand that my iPad is subject to inspection by administration and teaching staff at any time without notice
- I will follow the policies outlined in the *iPad Acceptable Use Policy* and the School Handbook while at school and at home during all times
- I will take good care of my iPad
- I will never leave the iPad unattended and I will know where it is at all times
- I will protect my iPad by only carrying it while in the case provided
- I will never loan out my iPad or give my password to other individuals
- I will not let anyone else use my iPad other than my parents or guardians
- I will charge my iPad's battery daily and arrive at school with my device fully charged
- 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; no cleaners. I will not disassemble any part of my iPad or attempt any repairs
- I will not remove or deface the serial number or other identification on any iPad
- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform my pastoral care teacher and the School Office
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**I agree to the stipulations set forth in the above documents.**

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Enabled (IT):  \_\_\_\_\_ Scanned (Student Services):



# Student Connection to Mueller Wi-Fi

1. Receive a Student Responsible User Agreement
2. Take Agreement home and read through with your parents. Become aware with all user guidelines.
3. Student and Parents to sign both copies of the Student Agreement. Keep signed Student copy in the plastic sleeve at the back of your student diary (with L Plate Logbook).
4. Hand in Mueller copy to Mr Ben Stiller (Head of Senior School)
5. Receive your password details Mr Ben Stiller (Head of Senior School)
6. Do not lose or give these password details to anyone else.
7. Follow the 3 steps on your iPads (or other devices).
  - a. Connect to "WIFI". Student will be prompted for password (this is the one in the list)
  - b. Authenticate to NetBox. Students will need to enter their Mueller username and password
  - c. Download the netbox certificate and install. Students may need to manually enter the following web address into Safari, then hit install:

<http://muellercollege.safenetbox.biz/noauth/cacert>

If you encounter any problems, visit the IT Helpdesk Office situated at the base of the MPAC stairs. You can visit the IT Helpdesk office during Morning Tea or Lunch breaks only.