



2017 St Paul's School Macbook Code of Conduct and Agreement Policy

The following is ***St Paul's Macbook Code of Conduct and Agreement Policy*** that relates specifically to St Paul's Macbook Program; it sits alongside the school's ***Policy on Acceptable Internet Use***.

This document's purpose is to ensure that students are aware of their responsibilities when using a Macbook device.

Core Values

*In accordance with the teachings of the Catholic Church,
the practice of communication must be totally honest
and reflect the highest standard
of accountability and sensitivity to human rights and relationships.*

Macbook User Responsibility

All students are responsible for their Macbook and are expected to:

1. Have their devices fully charged; chargers and cables are to be left at home.
2. Ensure that their Macbook is password locked.
3. Ensure content that is on the Macbook is suitable, age appropriate and legal.
4. Maintain the Catholic Ethos of St Paul's School if choosing to install backgrounds or wallpapers.
5. Have the volume of devices muted at the beginning of each lesson.
6. Regularly update, maintain storage and name folders.
7. Each day clean the screen on their device.
8. Report any damage immediately to their teacher or parent.
9. Use their device for their own use and purpose, not loan their device to another student without permission by the teacher.
10. Transport and store their Macbook in a safe and secure manner at all times when not in use, ensuring it is permanently in a sturdy and robust cover.
11. Never leave their Macbook unattended when in use.
12. Macbooks and covers must remain free of any writing, drawing, stickers or labels except for name tags.

Acceptable Use

Students are expected to use the Macbook and internet access offered by the school in a responsible and ethical manner; and are to follow St Paul's School's ***Policy on Macbook Code of Conduct and Agreement and Acceptable Internet Use***.

Acceptable use shall include, but is not limited to:

1. Following teacher instructions.
2. Accessing only the information the teacher has agreed to.
3. Downloading only the applications the teacher has requested.
4. Seeking the teacher's permission before sending any form of electronic messaging.
5. Audio or vision taken at school cannot be transmitted, broadcast or transferred without the teacher's permission.
6. Using polite and courteous language when emailing.
7. Informing the teacher or others when using the camera and audio recording functions.
8. Correctly acknowledging the work of others according to copyright laws.
<http://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright>
9. Respecting the privacy of other students and staff members.
10. Informing the teacher if inappropriate material is accidentally accessed.
11. Handling all ICT equipment with care.

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Unacceptable Use

1. Identity theft (impersonating others) will not be tolerated
2. Using ICT without permission or without supervision by a teacher.
3. Visiting any site that has not been approved by the teacher.
4. Using the Internet to access offensive or inappropriate information.
 - a. Interfering with emails or files belonging to others.
5. Downloading anything without the teacher's permission.
6. Bullying, frightening, annoying or upsetting a person using the Macbook is strictly prohibited.

Loss or Damage

In the event of loss or damage, students must immediately report the incident to their teacher and parent. Parent/Guardian of the student will be required to repair/replace the damaged or lost Macbook **promptly** in order for their child to fully participate in the learning activities ensuring minimal disruption to their learning.

Parent / Student Agreement

The use of a Macbook while at school is a privilege and not a right. I understand that if I am in breach of **St Paul's Code of Conduct and Agreement Policy** and **Acceptable Internet Use**, I may lose my Macbook and technology resources privileges.

It is my responsibility to report, and where appropriate, remind my child of the commitment made to the school when signing this iPad Code of Conduct and Agreement.

<p>I, _____ have read and discussed this agreement with my parent(s); and accept the terms by which I shall use my Macbook at St Paul's School.</p> <p>My Password is: _____</p> <p>----- Year Level (2017)</p> <p>----- Student Name</p> <p>----- Signature</p> <p>----- Date:</p>

<p>As the parent/carer of _____ , I give permission for my child to have access to a Macbook while at St Paul's. I have read and discussed the terms of the agreement with my child; and will support St Paul's School in the implementation of this Code of Conduct and Agreement.</p> <p>I agree to safeguard passwords and ensure that my child's Macbook is adequately insured against theft, loss and accidental/deliberate damage.</p> <p>I give permission for the school to use the restriction password to enable my child to fully partake in the task on the Macbook.</p> <p>Restriction Password: _____</p> <p>----- Parent Name</p> <p>----- Parent Signature</p> <p>----- Date:</p>

Please review this Macbook Code of Conduct & Agreement Policy carefully and discuss it with your child. Your signature and your child's signature on this document indicates that **together** you have read and understand the policies stated in this document. Please return this signed document no later than **Wednesday February 8th** in order for your child to begin using the Macbook at St Paul's in 2017.