



At St Stephen's School, students have access to their own IT devices, as well as access to school owned MacBooks and iPads.

Technology at our school is used to make learning interesting and accessible. This agreement supports the expectations of "IT" throughout the school and the classroom.

Students have identified the following guidelines for their device use at school. Parents and students will need to read through each of the points below together and sign the agreement.

At St Stephen's School, we expect to:

Use devices for organisation and learning:

- Bring a charged device to school every day.
- Use the device only in class time (*not at breaks or before and after school*)
- Use your device only for school work or approved activities when at school.

Keep device safe:

- Store the device safely in the classroom.
- Take care of their device at school, including carrying it safely and using a cover at all times.

Respect others:

- Use the device responsibly and obey teachers' instructions at school.
- Treat others kindly and fairly when interacting online, both at school and at home.
- Acknowledge the author of information from the Internet and do not claim the work as your own.
- Always get permission before taking pictures or videos of others.
- Do not use another person's device, unless given permission.



Keep safe online:

- Keep passwords and personal details private. Please record them somewhere safe.
- Do not ask others for their passwords.
- Only use your own device and login details.
- Only access websites appropriate for children.
- No 13+ apps such as Facebook, Instagram, Snap Chat etc. at school.

Report inappropriate material:

- If you receive a message that is inappropriate or disturbs you, tell a teacher or parent immediately.
- If you accidentally access inappropriate material, tell a teacher immediately.
- Use safe search practices and do not deliberately search for violent or rude material.



PARENT RECOMMENDATIONS

Safety Protocols:

These guidelines can help you manage the device at home and are recommended by the school. We encourage communication between parents and teachers and welcome feedback at anytime.

- The iPad should be left in a general home area/kitchen bench overnight for charging.
- It should not be in a student bedroom overnight.
- The school supports parents in setting a deadline for finishing the use of iPads in the evening.
- The iPad should come to school fully charged.
- We encourage parents to regularly check the contents of their child's iPad and their internet use to ensure that appropriate websites are being used.
- Parents are encouraged to have the ratings for games and video content set for PG, only.
- It is recommended that you use parental controls on your child's device for internet use.
- Parents should know their child's passwords.
- As this is primarily a learning device, we recommend limiting the amount of games available on the device.

The physical safety and care of the device also needs to be managed appropriately:

- It should always be transported in its cover (the cover needs to be labeled)
- It should not be used near food, drinks or chemicals.
- It should only be cleaned with any products other than those recommended.

Please feel free to contact your Classroom Teacher, Digital Learning Specialist or campus Digital Learning Mentor with any questions or comments.



AGREEMENT

This page is to be signed by students and parents and is to be returned back to the classroom teacher. Please keep first 3 pages at home for reference.

By signing this agreement, parents and students are agreeing to follow the expectations outlined above.

Any misuse of the device will result in an appropriate consequence. Parents will be advised of any misuse of devices.

Student

I understand and agree to follow the St Stephen's School Device agreement.

Please print:

First name:

Surname:

Date:

Signature:

Parent or Guardian

As the parent or guardian of this student, I have read the St Stephen's School **BYOD** Agreement. I understand that the devices are primarily for the use of students for educational purposes. I support the School's measures in ensuring the safe and appropriate use of these resources.

Please print:

First name:

Surname:

Date:

Signature: