



## DIGITAL CODE OF CONDUCT AND AGREEMENT POLICY

### CORE VALUE

In accordance with the teachings of the Catholic Church, the practice of communications must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships. The following is ***St Bernadette's Digital Code of Conduct and Agreement Policy*** that relates specifically to the St Bernadette's Program. The document's purpose is to ensure that students and parents are aware of their responsibilities when using an iPad device.

### ACCEPTABLE USE

Students are expected to use digital devices and internet access offered by the school in a responsible and ethical manner and are to follow **St Bernadette's School's Digital Code of Conduct and Agreement Policy**.

Acceptable use shall include, but is not limited to:

1. Following teachers' 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 or St Bernadette's administrator's permission.
6. Using polite and courteous language when emailing or messaging.
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.
9. Respecting the privacy of others including other students and staff members.
10. Informing the teacher if you have accidentally accessed inappropriate material.
11. Handling all ICT equipment with care.
12. iPads are to remain connected to the CEWA network during school hours.
13. Bluetooth on iPads is to be turned on at all times during school hours.

### UNACCEPTABLE USE

Unacceptable use shall include, but is not limited to:

1. Identity theft 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.
5. Interfering with emails or files belonging to others.
6. Downloading anything without the teacher's permission.
7. Bullying, frightening, being unkind, annoying, or upsetting a person using digital devices is strictly prohibited.
8. Disconnecting iPads from the CEWA network during school hours.
9. Turning Bluetooth off on iPads during school hours.
10. Connecting smartwatches to any network during school hours.

## **STUDENT RESPONSIBILITY**

1. Smartwatches will be disconnected from any network during school hours.
2. Mobile phones will be left at the school office during school hours.
3. I will fully charge my iPad each evening. Chargers and cables are to be left at home.
4. I will ensure my iPad is password/code locked.
5. I will ensure the content that my iPad is suitable, age appropriate and legal.
6. I will maintain the Catholic Ethos of St Bernadette's School when choosing to install backgrounds, wallpapers and pictures.
7. I will mute my iPad at the beginning of each lesson.
8. I will regularly update, maintain storage and name labels.
9. I will report any damage immediately to my teacher or parent.
10. I will use my device for its sole usage and purpose, hence, not loan my device to another student without permission by the teacher.
11. I will always transport and store my iPad in a safe and secure manner when not in use, ensuring it is permanently in a sturdy and robust cover.
12. I will never leave my iPad unattended when in use.
13. My iPad and cover will remain free of any writing, drawing, stickers or labels except for name tags.
14. I will not take photographs or record another student, staff, or member of the school community without teacher permission. Prior to uploading content that involves myself or others, I will seek teacher permission.
15. I will not upload a photo to the internet that includes the school's logo, including the logo on my uniform.
16. I understand that I need to be 13 years of age to access most social networking sites. Therefore, I will not download or use any social media on my iPad.

## **PARENT RESPONSIBILITY**

1. Ensure that your child complies with this agreement.
2. Ensure that smart watches are not able to be connected to any network during school hours.
3. Ensure your child's iPad is fully charged to facilitate a day's learning.
4. Be responsible for the control of your child's iPad when not in the school.