



Boroondara Park Primary School

School No. 5288

ABN 55 983 557 174

BPPS iPad Code of Conduct Agreement - 2017

This document's intent is to ensure the use of iPads at Boroondara Park Primary School is a safe, considered and productive practice for all concerned. Failure to follow this Code of Conduct may result in restriction of school use or further disciplinary actions.

GENERAL USE

1. I will **bring my iPad to school each day**, fully charged.
2. My iPad will be **up to date** with the latest iOS software.
3. I will **keep food and drinks away** from the iPads at all times.
4. I will **immediately report any accidents or breakages** to my teachers and parents.
5. I will store my iPad in a secure location when I am not in my classroom.
6. If I have Before or After School Care, I will ensure my iPad is secured in the OSH building at all times.
7. I will not use my iPad in the yard before or after school, at playtimes or during a wet day timetable.
8. I will keep my iPad in my school bag at all times when traveling to and from school.
9. I will not change any settings on my iPad without my teacher's or parent's permission.

CONTENT

1. Whilst at school I will use my iPad only to **support my learning program**.
2. I understand my teachers and parents will **perform checks** to monitor I have not installed illegal/unsuitable software applications and content and to check the websites which I visit.
3. If I accidentally access inappropriate material, I will:
 - not show others and I will;
 - turn off the screen and;
 - report the incident to a teacher immediately.
4. I will **NOT** upload pictures or videos of **ANYONE** to the Internet.
5. If I am to take a picture or video of anyone, I will always **seek their permission first** and check with the teacher.
6. My iPad will not contain **inappropriate content, be it Apps, photos, videos or documents**.
7. All non-school apps will be kept in a folder/s on the final screen of the iPad.
8. I will **only go to websites at school** which support my learning activities.



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SAFETY AND SECURITY

1. I will always keep my iPad in its case.
2. I will use **appropriate language** when using my iPad.
3. I will be mindful of personal safety when I put personal information online. Personal identifying information includes any of the following:
 - my full name;
 - my address;
 - my school;
 - my email address;
 - my phone numbers;
 - photos of me and/or people close to me.
4. Only I will hold my iPad (apart from teachers, technicians and staff). I also won't hold or use another student's iPad unless asked by a teacher.
5. For security reasons, I am **not to share account names and passwords** with anyone unless requested by staff or technicians when servicing the iPad.
6. I will handle my iPad with care, not placing it on the floor or in any other situation which may lead to damage or breakage.
7. Before arriving at school notifications of Messages, Mail, FaceTime and other non-school related apps must be switched off on my iPad
8. **When not using my iPad, I will keep it locked away in the designated storage area in my classroom**
9. I understand if the above conditions are not followed, I may **not be granted the authorisation to use my iPad at school and further disciplinary action may take place.**

Name of Student: _____ Student Signature _____

Name of Parent: _____ Parent Signature: _____

Date: _____

iPad Serial Number: _____

iPad Name: _____

Please note: This is a working document that may change as needs arise.