All students using iPads to support their learning at Brisbane State High School are required to comply with the following expectations regarding their use. Students not meeting these expectations will be dealt with according to school’s Responsible Behaviour Plan.

**During Lessons**

*Your iPad is a teaching and learning tool. To make the most of learning time the following routines for the use of your device have been developed.*

- Wait to use your iPad or open Apps until your teacher instructs you to do so.
- Communicating with other students, using your device, during learning time is not permitted unless under direct instruction from your teacher.
- Projecting your own device onto a teachers’ laptop or projector through AirServer or AppleTV may only occur after direct teacher instruction to do so.
- Your device cannot be used during exams unless you are otherwise instructed.
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.
- Ensure at least 1Gb of storage capacity is available at all times for use in learning activities.

**Communicating with others**

*Your iPad will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.*

- Remember respectful communication conventions should be used at all times, either on the iPad or when using other communication methods.
- Students have been supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring document.
- Email or other forms of communication, including through Bluetooth (eg. Airdrop), may only be used during class time when directly instructed by a teacher.

**Use in and around the school**

*As learners we must ensure we are ready and prepared to learn. This includes ensuring our ICT equipment is functional and in good working order.*

- While at school, iPads should be used for educational purposes. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- Ensure your devices are fully charged before school and have enough battery life for all class periods to complete required work.
- iPads should be stored in school bags when moving between classes or around the school.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all ICT equipment, including USBs and home devices are tested for viruses and other threats.
Cybersafety and Security

The safety of our students when working in an online environment is a high priority.

- Ensure your cybersafety by keeping your personal details, including username, password, address or phone number private.
- Your account details need to be kept private. It is not appropriate to share these details with another student for their use.
- In line with cybersafety guidelines ensure you do not store, send or upload photos of yourself, other students, teachers or visitors to the school under any circumstances.
- Social media (eg. Facebook, AskFM, Instagram, Twitter, SnapChat etc) are not to be accessed during class time.
- All activities on the school network, including internet history, may be stored accessed and monitored by authorised EQ staff to determine your compliance with this agreement.
- Hacking or attempting to hack the network and other accounts or bypassing network security or filtering are seriously inappropriate uses of ICT equipment and will incur consequences.
- Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits may be put in place by the school.
- The publishing of inappropriate or abusive material about staff, students or the school in any public or school domain including the internet is a breach of the school’s behaviour plan for students.
- The viewing, scanning, storing, transmitting, forwarding, printing, playing etc. of inappropriate images, video, audio or email is strictly prohibited. This applies to anything that could cause offence to others and anything that is disruptive to an activity.

Student Agreement

By signing below you are confirming that you have read and understood the expectations of iPad use at Brisbane SHS and that you will act in accordance with this expectations.

I understand and agree to abide by the expectations outlined in this document. I also understand that there will be consequences as per the school’s Responsible Behaviour Plan if I breach these expectations.

Student Name: ________________________________________
Student Signature: ________________________________________ Date: ______________

Parent Name: ________________________________________
Parent Signature: ________________________________________ Date: ______________