



STUDENT IPAD/LAPTOP USAGE AGREEMENT

Students and parents/carers must read this Agreement carefully. If you need clarification please contact the College (phone 6216 7900 or email info@mountcarmel.tas.edu.au).

Student Responsibilities

1. I will bring my device to school fully charged.
2. I will bring my device to every class unless instructed otherwise by a teacher.
3. My home screen will contain only College apps and school links. Personal apps will be located on other screens.
4. I will return to the home screen and close my device immediately when asked by my teacher.
5. I will only take photos, recordings and videos of students or staff with the permission of my teacher and those being recorded.
6. I understand personal content must be appropriate and I must leave sufficient room for school content.
7. I will not listen to personal music, send or read personal messages or play games during supervised school hours.
8. During the school day I will not message family or friends outside the College.
9. Whilst at school, I will only access the internet through the College Wi-Fi system. I will not use 3G.
10. The device is a tool to assist my learning at school and at home so it will always be appropriate for a teacher or parent to see my device content.
11. I will adhere to the Responsible Digital Citizen advice on the next page.
12. When not in use in the classroom my device will be stored in my locked locker.
13. I will not lend my device or borrow someone else's device.

Parent/Carer Responsibilities

14. Help to ensure that the student is using the device safely and responsibly.
15. Pay for the repair or replacement of student device.
16. Help students adhere to the Responsible Digital Citizen advice on the next page.

If I am not responsible in my use of the device, I understand that the following actions will be taken, as necessary:

- i. A verbal warning will be issued by a teacher.
- ii. My parents will be informed and (if needed) I may have to delete problematic personal content from my device.
- iii. A restorative process will occur as determined by my Director of Primary Years or Head of House.
- iv. My parents will be called to a meeting at the College.

*Please refer to the TCEC ICT Policy (Students) which can be found on the College Website. All students must read and comply with this overarching TCEC Policy. Parents/carers are strongly encouraged to read this Policy.