



## **ICT ACCEPTABLE USE GUIDELINES**

### **RATIONALE**

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop digital citizenship and skills.

St Helena's Catholic Primary School provides iPads through a school-owned, parent-leased 1 to 1 iPad Program for students in Years 4-6. The utilisation of the 1 to 1 iPad develops digital citizenship, creativity, collaboration, and access to contemporary learning.

These Acceptable Use Guidelines:

- outline expectations for responsible, ethical, and safe device use
- support consistency between school and home
- work in conjunction with the 1 to 1 iPad Program Parent Information

### **EDUCATIONAL USE EXPECTATIONS**

ICT at St Helena's is a learning tool, and the iPad and other devices intended use is for educational purposes.

Students are expected to:

- follow staff directions for internet use, apps, platforms, and workflows
- use the iPad during learning time for learning tasks only
- have the iPad fully charged each day
- maintain files and apps in an organised manner suitable for classwork

Staff may:

- restrict certain apps or digital tools during lesson time
- check student work and digital behaviour through school systems

## **ACCEPTABLE USE (STUDENTS)**

Students must use ICT including the iPad in a way that is:

- safe
- respectful
- responsible
- in line with our school values
- compliant with the Student ICT Guidelines

Students must not:

- access or share inappropriate, unsafe, or offensive material
- use the device to bully, exclude, or harass others
- record audio, video, or images without permission
- share schoolwork, images, or device content online unless directed to by a St Helena's staff member.
- play games or use non-learning apps during class time
- attempt to hack, jailbreak, or otherwise alter devices
- engage in plagiarism or dishonest academic behaviour

## **ONLINE SAFETY AND DIGITAL CITIZENSHIP**

Students are expected to:

- protect personal information
- use strong passwords and keep them private
- communicate respectfully in all digital spaces
- report unsafe content or behaviour to a trusted adult
- practise healthy screen-time habits at home and school

Families are expected to:

- supervise device use appropriately
- maintain bedtime/screen-free routines
- model responsible online behaviour
- review online activity regularly

## **PRIVACY, PHOTOS, AUDIO, AND VIDEO**

To protect privacy and uphold safeguarding expectations:

Students must:

- only record photos, video, or audio with staff permission
- use images or recordings only for the learning task
- not post or share any school-related images online
- not record staff or students without explicit consent

These rules apply both at school and at home.

## **COMMUNICATION AND ACCOUNTS**

Students are expected to:

- use school-provided accounts for educational purposes
- communicate respectfully using school approved platforms (e.g. Teams, Seesaw, email)
- avoid group chats or communication channels that cause harm or distraction, or risk damage to the reputation of individuals or the school

## **OWNERSHIP AND LEASING OF 1 TO 1 DEVICE**

- The iPad is owned by St Helena's Catholic Primary School
- Families in Year 4 to 6 enter a parent lease arrangement, as outlined in the Parent Information
- At the end of the lease term, the device is returned according to school procedures

## **SMART WATCHES & WEARABLES – SMART ACCESSORIES**

Smartwatches or other wearable devices capable of sending or receiving messages, making calls, displaying notifications, connecting to other devices, accessing the internet or cellular networks, or playing games, must be removed upon arrival and stored with other personal electronic devices in the front office until 2:40pm.

Alternatively, such devices may be worn only if set to a school approved mode that disables messaging, notifications, and connectivity functions.

Any smartwatch or wearable devices found to be connected to the internet or cellular network, or used for any purpose other than checking the time during the school day, will be sent to the front office. The device will not be permitted to be worn for the remainder of the term, and a parent or caregiver will be asked to collect it from the front office.

## **MOBILE PHONES**

St Helena's recognises that there may be occasions when it is important for a student to have a mobile phone before or after school. Mobile phones are therefore permitted on the following conditions:

- Students must not have mobile phones in their possession during school hours or before and after school on the school grounds, or at a school related activity.
- Mobile phones must be handed in to the school office upon arrival at school, where they will be securely stored.
- Any mobile phone found in a student's possession or being used during the above times will have the mobile phone confiscated and a parent/caregiver will need to collect the device from the front office.

*If parents or caregivers needs to urgently contact their child while at school, they should follow normal procedures by phoning the school office. Staff will then contact and support the student as required.*

## **HOME-SCHOOL PARTNERSHIP – 1 TO 1 IPAD PROGRAM**

Students agree to:

- follow these Guidelines and those set in the 1 to 1 iPad Program Parent Information
- use the iPad and other ICT devices safely, respectfully, and responsibly
- take proper care of the device

Parents/Caregivers agree to:

- read and support these Guidelines and the Parent Information
- supervise use at home and maintain routines
- ensure the device is brought to school daily, charged, and ready

The School agrees to:

- provide meaningful learning using technology
- maintain JAMF and provide technical support
- teach digital citizenship and safety
- communicate concerns promptly

## **CARE, DAMAGE AND SECURITY**

Students must:

- keep the iPad in the school-supplied case at all times
- store the device safely in their bag at the beginning and end of the school day
- avoid food, liquids, or rough play near the device
- report damage immediately to their classroom teacher
- store the iPad securely when not in use

Families:

- will be required to cover repair or replacement costs depending on the incident, as outlined in the Parent Information
- should not use personal Apple IDs on the school owned iPad

Lost or stolen devices:

- must be reported immediately
- may require a police report (if requested by the school)

## **MISSUSE**

Misuse of ICT devices may result in:

- re-teaching and reminders
- temporary loss of technology privileges
- restricted app access
- parent communication or meetings
- repair or replacement costs
- behaviour consequences in line with the school's Procedures for Responding to Student Safety, Wellbeing and Behaviour.

Serious misuse (cyberbullying, accessing illegal material, bypassing JAMF controls, breaches of privacy) may lead to:

- immediate removal of iPad and ICT privileges
- school leadership intervention
- involvement of external agencies if required

## **MANAGEMENT AND MONITORING (JAMF)**

All 1 to 1 iPads must remain enrolled in JAMF, the school's Mobile Device Management system.

JAMF is used to:

- install required apps
- apply learning and safety settings
- enable restrictions and classroom management tools
- assist with locating or locking a missing device

Students must not attempt to:

- remove the JAMF profile
- bypass restrictions
- reset or wipe the device
- install VPN or proxy tools

## **SOFTWARE, APPS, AND CONTENT**

- Only school-approved apps are permitted
- App installation is managed through JAMF by the school
- Students must respect copyright and licences
- Students must not download unauthorised games, media, or applications

## **NETWORKS AND INTERNET USE**

At school:

- internet access is filtered and monitored
- students must use the school Wi-Fi unless directed otherwise
- attempts to bypass filtering are a breach of these Guidelines

At home:

- families are responsible for supervising content
- home filtering and restrictions are strongly recommended
- home routines should align with the Parent Information and ICT Guidelines

<b>SOURCE OF AUTHORITY</b>	
<b><i>CECWA Policy</i></b>	<i>Community</i>
<b><i>Executive Directive</i></b>	<i>Student Safety and Wellbeing</i>
<b><i>Originally Released</i></b>	<i>January 2026</i>
<b><i>Last Review</i></b>	<i>March 2026</i>
<b><i>Next Review</i></b>	<i>December 2026</i>