



Cavendish Road State High School

Digital Learning Expectations

Cavendish Road State High School, being 100% committed to providing top-tier educational support, uses technology to promote student learning and excellence. This does, however, require students to comply with the following expectations regarding their use.

The iPad is a learning tool that students are expected to bring to every lesson and students not meeting these expectations will be dealt with according to school's Student Code of Conduct.

iPad as a Learning Tool

We expect all students arrive to school ready and prepared to learn. This includes ensuring your ICT equipment is ready.

- Ensure your device is fully charged before school and have enough battery life for all class periods to complete required work.
- Your device should be stored in your school bag when moving between classes or around the school.
- Your iPad should have a protective case on it at all times. This will help prevent unnecessary damage to the device.
- While at school, devices should be used only for educational purpose. This includes the use of camera and video devices. The use of these devices is only permitted under teacher direction.
- To avoid damage, food and drinks should be kept away from all ICT equipment, including student-owned iPads.
- 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 malicious files.
- Ensure at least 1GB of storage capacity is always available for use in learning activities.
- Update your device and apps regularly. Running the latest version of iOS and apps ensures you can make the most of your device.
- Only run approved and officially released versions of iOS and other apps.
- Ensure that the device is well maintained, clean and in good working order.

During Lessons

An iPad is a valuable 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 device 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 projector through Apple TV 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.



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Communicating with others

Your device 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 always used, either on the iPad or when using other communication methods.
- Students have been supplied with an EQ email address. This must be the only communication method used between students, teachers and other students when communicating or transferring documents.
- Email or other forms of communication, including through Bluetooth (e.g. Airdrop), may only be used during class time when directly instructed by a teacher.

Damaged iPads and Insurance

- It is *strongly recommended* that all iPads be covered by some form of insurance, preferably one that includes Accidental Damage Protection (ADP). This may be in the form of Apple Care, or a third-party insurer of your choice. Always read the terms and conditions before agreeing to an insurance contract.
- Any damage to a student's device needs to be fixed quickly to ensure continued student engagement in class work and activities.
- The school accepts no responsibility for repairs and repair costs of student devices damaged by deliberate or careless actions of a student (owner or otherwise).

Identifying iPads

All iPads should be identifiable as yours in case the device gets lost and needs to be returned to you. This can be achieved in several ways:

- A label, printed or hand written, somewhere clearly visible on the device or case
- iPad lock screen image set as a photo of the student.
- iPad lock screen set to contain the name and/or school username of the student.

Computer Network and BYOD Charter

The computer network provides resources to enhance our learner-centred community. The BYOD Charter agreement has been designed to maximise the benefits that come from using a networked computer system with internet access while minimising the risks. Access to the network for all students is conditional on complying with this user policy statement and guidelines.

Key Conditions for Use

All users have an individual login username that is password protected. The individual username provides rights and privileges such as internet, a personal folder, and printing. Activities are being monitored at all times through student login usernames. This consists of:



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- Formal Monitoring: Traced by user logon details and includes proxy logs, printing records, workstation records.
- Informal Monitoring: Staff access to student folders, network administrators applying filters and regular searches and removal of harmful data.

1. User Logon Integrity

- Each user must keep all passwords secret. No user may share their password or give others access to their account, even by logging in for another person.
- No user may attempt to gain access to another user's account.
- Users are responsible to select a password that complies with Education Queensland's minimum standards for password complexity, as per password creation guidelines at time of creation or reset.

2. Network Security and Student Safety

- No student may create, access, store, transfer, email, redistribute or use files that are illegal, offensive, dangerous, or harmful in any way.
- Students must always ensure files, including files transferred by USB and Wi-Fi links, are used for educational purposes and are scanned for viruses prior to use. Inappropriate files such as trojans or keygens that are introduced to the school network will be detected and will require action.
- School ICT hardware may not be altered in any way.
- Students are to inform staff immediately of any suspected inappropriate activity.

3. Internet and Email Use

- Internet and email are provided for assigned class work and assignments set by teachers, solely for educational purposes as supervised and approved by the school.
- Internet and email are to be used appropriately and legally with consideration of other users and respecting the privacy, safety and reputation of themselves, others, and the school.
- Students should consider 'Netiquette' when communicating online. Personal details, images or information should never be included in online communication.
- The use of inappropriate language in emails will be a breach and be picked up by EQ Word scan.
- A monthly internet download quota limit is applied to all user accounts. The limit will be sufficient for educational activities to be carried out.

Consequences

Any student participating in activities that breach network security will be dealt with in accordance with our school's Student Code of Conduct. Consequences may include detention, loss of privileges and access, suspension.

4. Cyber Safety & Security

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



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1. Ensure your cyber safety by keeping your personal details, including username, password, address, and phone number, private.
2. In line with cyber safety guidelines, ensure you do not, under any circumstances, store, send or upload photos of yourself, other students, teachers, or visitors to the school.
3. Social media (e.g. Facebook, AskFM, Instagram, Twitter, SnapChat, etc.) are not to be accessed during school time.
4. 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.
5. 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.
6. Downloads of large files, videos or images through the school network will affect the use of the network for others. Internet download limits will be put in place by the school.
7. 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 Student Code of Conduct and will be dealt with accordingly.
8. The viewing, scanning, storing, transmitting, forwarding, printing, playing, etc. of inappropriate images, video, audio, or email is prohibited. This applies to anything that could cause offense to others and anything that is disruptive to an activity.

Third Party, Web-Based Service Provider Consent

The use of web-based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes. Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party, web-based providers.

At Cavendish Road State High, we wish to utilise third party, web-based service providers to aid student learning. Registering with these providers may require student personal information to be disclosed to the provider of the service. In the case of the services outlined below, they are private companies that are hosted onshore and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your child, such as:

- Student's Name
- Student's ID Number
- Student's Age
- Student's Year Level
- Class teacher, and/or
- Student's school email address

You will receive an email (link to survey) at the beginning of each year giving you the option to allow your child to use the site. Please ensure you complete the survey as your child will not have access to these sites until you do.