Musgrave Hill State School eLearning Code of Behaviour

1. When I use my mobile device I agree to:
   • bring my device to school every day charged and in good working order;
   • have the correct apps for learning;
   • have at least 2GB free space to school work;
   • regularly update software and apps;
   • be the only user of the device;
   • always leave my device in the locked classroom during break times;
   • use it for learning purposes as directed by my teacher;
   • act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else;
   • respect others when I talk to, and work with them online, and never write or participate in online bullying;
   • never download apps via the school network as it is prohibited;
   • never use my phone/device to call people during the School day as it is prohibited;
   • NEVER photograph or video other students, teachers or staff while at school to upload to social media sites later;
   • NEVER photograph or video any incidents at School, including behavioural incidents such as fights;
   • only use applications/games that have an appropriate age rating and that have been approved by my teacher- the rating system is shown in the table below.

   **Table 1: Age ratings for apps**

<table>
<thead>
<tr>
<th>Apple Age Ratings for Apps</th>
<th>Accessible to</th>
</tr>
</thead>
<tbody>
<tr>
<td>4+ years</td>
<td>Everyone may access these apps</td>
</tr>
<tr>
<td>9+ years</td>
<td>Apps will be only accessible to Years 3 and above</td>
</tr>
<tr>
<td>12+ years</td>
<td>Apps only accessible in Year 6</td>
</tr>
<tr>
<td>17+ years</td>
<td>These apps are not to be accessed by Musgrave Hill Students</td>
</tr>
</tbody>
</table>

   • only access the school wireless network for educational purposes and never access the internet through 3/4G, hotspots, or other independent network connection.
2. When using my mobile device to share (via email or Goodreader, or as directed by my teacher), I will:

- act in a responsible and ethical manner,
- **NOT USE CLOUD BASED STORAGE SERVICES e.g. iCloud or Dropbox TO STORE, SEND, ACCESS OR SHARE INFORMATION**, and
- protect the privacy of others, never sharing images unless I first seek permission from the individual, or as stated below.

3. When using my device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson as directed by my teacher;
- seek permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space. This includes uploading materials to the Learning Place- edStudio/edAlbum, blogs or the Musgrave Hill State School Facebook Page;
- seek teacher permission before uploading any content to websites;
- protect the privacy of others and never post private information about another person, at home or at school;

I understand that if I fail to abide by the terms of this agreement I will be banned from accessing my device at school for a set period (see Table 2: Consequences of Misuse), and that my parents/carer will be notified to collect my device from School.
Table 2: Consequences of misuse of device

<table>
<thead>
<tr>
<th>Misuse of device</th>
<th>Consequence</th>
<th>Action</th>
</tr>
</thead>
</table>
| • Using 3G, or other independent network during school hours  
• Using device to make calls during school hours  
• Using device to access social media at school  
• Photographing/filming without permission  
• Removal of the device from the classroom without permission  
• Other misconduct involving digital device | FIRST WARNING  
• Device confiscated, and  
• No Device Period enforced - 2 week ban, OR  
• Time frame determined by the Principal | Parent/Carer to pick-up from Office, and  
Letter home |
| • 2nd Repeated misuse as stated above | SECOND MISUSE  
• Device confiscated, and  
• No Device Period enforced – rest of Term ban, OR  
• Time frame determined by the Principal | Parent/Carer to pick-up from Office, and  
Letter home |
| • 3rd Repeated Misuse as stated above | THIRD MISUSE  
• Device confiscated  
• No Device Period enforced  
• Time frame determined by the Principal | Parent/Carer to pick-up from Office, and  
Letter home |
| • Online bullying or misuse of images | • Device confiscated  
• Term ban, or as determined by the Principal  
• Subject to Acceptable Use Agreement and Departmental Guidelines for bullying | Parent/Carer to pick-up from Office, and  
Letter home  
Possible further action per the Departmental ICT Acceptable Use Agreement |
| • Accidental damage of another person’s iPad or a school iPad | In negotiation with the Principal:  
• No Device Period enforced - 2 week ban, OR  
• Time frame determined by the Principal | Parent/ Carer negotiation of repair to other person’s iPad |
| • Wilful damage of another person’s iPad or a school iPad | In the event of willful, unacceptable use of the Musgrave Hill State School network, internet or hardware one or more of the following steps may be taken:  
• Official warning  
• Suspension of network and/or internet privileges  
• Banning from network and/or internet resources  
• Appropriate consequences in accordance with the School Behaviour Plan  
• Referral to the appropriate authorities if necessary |