2014 iPad For Learning Program
Innovative Learning and Teaching

Policy and Guidelines Booklet
St Oliver Plunkett School
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1. EDUCATIONAL OPPORTUNITIES OF A 1 TO 1 PROGRAM

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning is supported by access to portable technologies.

The Brisbane Catholic Education approach is developed out of the following emerging issues related to the 1-1 program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

**Learning and Teaching:**

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others’ worlds.
- Contemporary learning is collaborative and has potential to be personalised, providing anytime, anywhere access for students to portable technologies.
- For teachers’, students’ and parents’ access to the Australian Curriculum and supporting professional resources will be delivered online.
- Brisbane Catholic Education is establishing access to teacher and student online learning and teaching environments and content. E.g. Online learning management systems and file management.

This is underpinned by the following assumptions:

- The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.
- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organisation leaders create the conditions that enable the vision to be realised.
- Parents are empowered to become actively involved in their child’s education by accessing online communication, learning, reporting and monitoring systems.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process.

21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities.”

*MCEETYA – Contemporary Learning: Learning in an Online World (2005)*
2. OVERVIEW OF SCHOOL, STUDENT AND PARENT RESPONSIBILITIES

Management of the iPad

Students and parents will be responsible for the overall care of the iPad and management of applications (apps). Parents will have full administrator rights to the iPad and will be able to perform ongoing updates, apply restrictions in the settings and restore the iPad if it malfunctions. It is the parents’ responsibility to enable the restrictions on the device by creating a 4-digit passcode (see section 7). **Please keep this passcode from the students. If a student knows the passcode they are able to change the restrictions you have put in place.**

Students will also be trained to be competent users and managers of their iPad. They will be able to download and delete apps and perform management updates when necessary. They will also be responsible for charging the iPad at home each night ready for the next school day.

The iPad can be connected to the student’s home Internet at the parents’ discretion. Parents are advised to supervise proper usage of the iPad at home, especially whilst students are using the Internet.

Students will be supplied with a means of backing up their data. All students will be responsible for the regular backup of their data via the means recommended by the school.

Families will supply a protective case for the iPad. Students will be required to treat the iPad with care and keep it within the protective case **at all times.** In the interest of student safety, iPads are not to be used in a public place outside of school. The iPad will be stored in a locked classroom when not in use on school grounds.

At the start of the program a list of required apps will be distributed for student and parent downloading. Please refrain from downloading additional apps without school’s permission. It is the intention that students see the iPad as a tool for their learning and not an entertainment device. Also, by only downloading requested apps, school is able to monitor the capacity of the iPad. Some apps require a large amount of disk space and downloading many free apps could detract from the purpose of this program.

Students and parents are able to install additional home-based printers and other peripheral devices if they wish.

“Learning will not take place only inside schools and colleges, but in communities, workplaces and families. The shift to thinking about learning beyond the classroom requires a shift in our thinking about the fundamental organizational unit of education...from the school, an institution where learning is organized, defined and contained...

...to the learner, an intelligent agent with the potential to learn from any and all of her encounters with the world around her.”

Tom Bentley, DEMOS
Parental Financial Contributions:

It is the intention that parental cost is kept to a minimum throughout the program. Families cover the cost of the apps so students can use the apps and retain all data when they leave St Oliver Plunkett School. Insurance of the device does not fall within the existing school insurance policy that covers technical equipment. Therefore, additional cover must be taken out to insure the device when it leaves the school premises. Parents will cover the cost of the additional insurance as an incentive to take all possible measures to look after the device.

Breakages and Breakdowns

The iPad is covered by a one year Apple warranty for hardware faults. In addition, an “all risk” policy covers the iPad against accidental damage. It is the parents’ responsibility to pay $98 per year to St Oliver Plunkett School to cover the additional insurance costs. The insurance cost will be included in the school fees for Term 1 2014. In the event of breakage, loss or a breakdown of the iPad, please contact the school library as soon as possible.

Appropriate Use of School ICT Resources

Students and parents must be aware of and abide by the ICT Acceptable Use Policy (see section 3). Students will be subject to the terms of the ICT Acceptable Use Policy and failure to abide by this user agreement will result in disciplinary action. The school will implement regular inspections of the device. At St Oliver Plunkett School, staff members take all reasonable measures to ensure that students use the school network correctly. The School is committed to:

a. Providing learning experiences that maximise the benefit of the network and the Internet to enrich and enhance classroom practices;

b. Developing in students the relevant competencies to be ethical, effective and critical users of information and the relevant skills to use the Internet and other information communications technologies safely and responsibly;

c. Minimising the potential for inappropriate use of the network through the installation of appropriate filtering and monitoring systems; and

d. Teaching students the correct use of equipment and online etiquette including respecting the privacy of other students’ work, email procedures and the need to keep information private.

Home/School Communication

One of the advantages of using mobile devices is the ability to communicate and collaborate with others. Monitoring student use of the iPad at home is recommended. Please be mindful of the amount of screen time students are exposed to, as “downtime” is extremely important in our busy lives. It is also important that students have “downtime” from their school friends and their schoolwork and they are not connected 24/7. It is recommended that the iPad is not stored in the student’s bedroom, especially in the evening and at weekends.

Students will have a school managed Gmail account. They will receive training on appropriate email behaviours and discussions will take place in class regarding when and when it is not appropriate to communicate via email with other students and their class teacher.
Information is communicated to parents via the school newsletter, class letters and the school website. St Oliver Plunkett School also has a Facebook page. Please refer to these sites for general information enquiries. For issues that require more detailed discussion, it is advised that parents phone the teacher to make an appointment. Whilst email is a quick and convenient form of communication it is really only beneficial when needing to tell or ask someone specific information. Please be aware that teachers are focussed on teaching during core hours and cannot respond to online communication during this time. If your child is sick, contact still needs to be made with the School Office. Please do not email the class teacher.

**Useful links:**

School Website:

http://www.stoliverplunkett.qld.edu.au/Pages/default.aspx

Facebook Page: (this page is for parents only, not students)

https://www.facebook.com/pages/St-Oliver-Plunkett-Primary-School/236543309796794?ref=stream
Acceptable Use of Information & Communications Technology Resources

Information & Communication Technology (ICT) has become of critical importance to schools in facilitating and supporting learning, teaching and other administrative activities for teachers, students, parents and administrators.

St Oliver Plunkett School, Cannon Hill has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned devices that may be taken off the school grounds with permission from the school.

St Oliver Plunkett School, Cannon Hill is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT. Increased legislation relating to ICT is requiring all organisations to review their internal policies and procedures to ensure compliance.

ICT resources are supplied in line with the following principles:

- access to ICT is provided subject to need and availability of resources;
- privacy, confidentiality and respect of the personal rights of others is maintained;
- the importance of the cost-efficient use of the ICT is recognised;
- users engage in ethical, legal and responsible use of ICT.

The Conditions of Use of ICT Resources have been developed to inform users of their rights, responsibilities and obligations when using ICT resources, consistent with Brisbane Catholic Education’s requirements that all such resources are used in an ethical, legal and responsible manner.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.
Conditions of Use of St Oliver Plunkett School Cannon Hill ICT Resources

i. By accessing and using the ICT resources at St Oliver Plunkett School, Cannon Hill you are agreeing to abide by the Conditions of Use of ICT Resources statement.

ii. These conditions apply to all St Oliver Plunkett School, Cannon Hill ICT resources, regardless of how they are accessed. This includes access to the School Internet and of all technology devices, including through users’ own hardware (for example, mobile devices, or other similar technology) whether wired or wireless, or remote access over the Internet through users’ own resources.

iii. While staff and students (in particular, ICT staff engaged by individual schools) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this Agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.

iv. The proper use of information communications technology is the joint responsibility of students, parents and school staff. Parents and guardians should, therefore, share with the School the responsibility for setting and conveying standards for acceptable use when using electronic media and information sources. We recognise the necessity of close co-operation between the home and school in this area in order to provide the best possible educational opportunities for students. It is vitally important that the values promoted by the home and by the School are in harmony, and that parents support the School in maintaining acceptable standards of use.

v. It is the responsibility of the parents to ensure that they and their child are aware of and abide by the policies, care guidelines and responsible use expectations of the School.

vi. Where there is more than one parent/guardian, each parent/guardian accepts full responsibility for ensuring these policies are adhered to.

Ethical, Legal and Responsible Use of ICT Resources

vii. St Oliver Plunkett School, Cannon Hill requires all users of its ICT resources to do so in an ethical, legal and responsible manner.

viii. Users of St Oliver Plunkett School, Cannon Hill ICT resources must be aware that use of these resources is subject to the full range of laws that apply to the Internet, communications and to the use of computers, and St Oliver Plunkett School, Cannon Hill policies. Such law and principles includes users’ obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.

ix. St Oliver Plunkett School, Cannon Hill ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using St Oliver Plunkett School, Cannon Hill ICT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.
Copyright and Intellectual Property Rights

x. Users must not, through the use of ICT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos or any other form of media.

xi. Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

Security and Privacy

xii. Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.

xiii. Users must protect systems, information and accounts by:
- Choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth)
- Using access to ICT resources only as authorised;
- Respecting the privacy and confidentiality of information that they may come across through access to the resources;
- Only downloading, installing or using authorised software;
- Reporting any breach or prospective breach of network security to a parent or teacher;

xiv. Unacceptable conduct by users which could result in a breach of security or privacy includes:
- Disclosing your username and password details to another person;
- Disclosing other private or confidential information to unauthorised persons;
- Gaining unauthorised access to any systems by any means;
- Using St Oliver Plunkett School, Cannon Hill ICT resources to attack or compromise another system or network;
- Downloading, installing or using unauthorised apps;
- Deliberately installing malicious material;
- Accessing or intercepting others’ electronic communications without permission.

xv. Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside St Oliver Plunkett School, Cannon Hill’s control to prevent such instances from occurring.

xvi. Users are reminded that email should not be used to send sensitive and confidential information.

xvii. Users must, however, be aware that the operation and maintenance of ICT systems often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. St Oliver Plunkett School, Cannon Hill will also be required to inspect or provide copies of
electronic communications where required to by law, or where the investigation of possible misuses of ICT resources is required.

Breaches of these Conditions of Use

xviii. The breach of these Conditions of Use will be taken seriously and will result in disciplinary action being taken.

xix. Examples of possible consequences range from loss or restriction of access to the device at school, to formal disciplinary action for breach of School Behaviour Policy. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.
4. STUDENT AND PARENT IPAD GUIDELINES

St Oliver Plunkett Cannon Hill
Student and Parent iPad Guidelines

1. Education Purposes
   a. Students are to use their iPad for educational purposes.
   b. The iPad must be installed with all the necessary apps for student use. The school will install the wireless certificate to allow internet access at school.
   c. Unauthorised loading of non-educational apps or data must not inhibit the use of the iPad as a learning tool.
   d. The school reserves the right to carry out inspections of iPads at any time.

2. Student Responsibilities
   a. Each student is responsible for keeping their iPad secure.
   b. It is the student’s responsibility to charge their iPad at home each evening. Limited charging facilities may be available at school.
   c. While travelling to and from school, iPads are to be carried in the protective case and placed inside school bags.
   d. iPads are only to be used as directed during recess and lunch breaks.
   e. Each student needs to ensure they keep their passwords private.
   f. The restriction passcode will be set for the iPad by the parent and kept on record by the teacher.

3. Parent Responsibilities
   a. Ensure students fulfil their responsibilities as outlined above.
   b. Supervise student use of the iPad when at home including their Internet use.
   c. Ensure the student has the iPad at school each day in a condition that will enable it to be usable for any educational purpose.
   d. The proper use of information communications technology is the joint responsibility of students, parents and school staff. Parents and guardians should, therefore, share with the School the responsibility for setting and conveying standards for acceptable use when using electronic media and information sources. We recognise the necessity of close co-operation between the home and school in this area in order to provide the best possible educational opportunities for students. It is vitally important that the values promoted by the home and by the School are in harmony, and that parents support the School in maintaining acceptable standards of use.
   e. It is the responsibility of the parents to ensure that they and their child are aware of and abide by the policies, care guidelines and responsible use expectations of the School.
   f. Where there is more than one parent/guardian, each parent/guardian accepts full responsibility for ensuring these policies are adhered to.
4. Data Backup and Software Upgrading
   a. Students are responsible for the backup of all data as recommended by the school.
   b. Students are responsible to ensure that the operating system and all apps are kept up to date.

5. Technical Support
   a. Students and parents will be trained on how to support and maintain their iPad.
   b. In the event of a software malfunction students may contact the school library for assistance.
   c. Students are responsible for restoring the iPad.

6. Use of the School Wireless Network and Internet Access
   a. The use of the School Wireless Network and all associated infrastructure are available for educational use with the student iPad.
   b. The Internet is only to be accessed through the School Wireless Network at school.
   c. The wireless certificates are not to be removed or altered as this could affect the iPad ability to connect to the School Wireless Network.

7. Loss, Theft and Damage
   a. All instances of loss, damage or theft must be reported to the School as soon as possible.
   b. All instances of loss, accidental damage or theft incur an insurance excess of $150. The School will determine the level of contribution to this excess required.
   c. The iPad is covered by a one year Apple warranty.
   d. In the event of hardware malfunction a report must be made to the School as soon as possible for a warranty repair to be organised.
   e. If a student’s iPad requires repair or replacement, the school will provide a replacement "hotswap" iPad so the student will not miss ongoing learning opportunities. Previously signed agreements apply to subsequent loans.

8. Assessment and Homework
   a. Students are encouraged to use their iPad for learning tasks dependent upon requirements set by the teachers.
   b. It is important that students back up their work regularly using the methods outlined by the classroom teacher.

9. Classroom Usage
   a. The Student iPad is to be brought to school each day.
   b. The classroom teacher will manage the use of the device in the classroom.
   c. No student is to take out or use an iPad without the permission of the classroom teacher.
St Oliver Plunkett School, Cannon Hill

ICT Resources Access Student Consent Form

This Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources.

Parents/guardians are encouraged to review and discuss the contents of the Acceptable Use of Information & Communications Technology Resources statement, the Conditions of Use of ICT Resources and the Student and Parent Ipad Guidelines. By signing this Consent Form, both parents/guardians and students are agreeing to the terms of access as set out in the Acceptable Use of Information & Communications Technology Resources statement and the Student and Parent Ipad Guidelines and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result. Any queries in relation to this material should be directed to the school Principal.

User Acceptance

I, the student named below hereby agree to comply with all requirements as set out in the Acceptable Use of Information & Communications Technology Resources statement and the Student and Parent Ipad Guidelines and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

NAME: ___________________________  PC CLASS: __________

SIGNATURE: ______________________  DATE: _______________

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for the student named above to access the various information and communication technology resources (including email and the Internet).

I understand that access is granted to students subject to the restrictions contained in the Acceptable Use of Information & Communications Technology Resources statement and that if breached, appropriate consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Information & Communications Technology Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

NAME: ___________________________  DATE: _______________

SIGNATURE: ______________________
6. GOOGLE APPS FOR EDUCATION – SCHOOL MANAGED GMAIL ACCOUNT

A Gmail account has been created for your child using a Google Apps for Education account. Creating a Gmail account this way enables the school to monitor use of the account, control how students interact and use related apps, for example Google Drive, and control how the account is named.

This Gmail account will also be used by Parents to create each child’s iTunes account and will be used to register with apps as required.

The details of your child’s Gmail account is as follows:

Username: _________________________________________________

Password: _________________________________________________

Email address:

Please speak with your child to remind them of the user agreement they signed regarding the use of the iPad. This Gmail account should be used for educational purposes and not to sign up to websites or accounts without adult permission. Students should only share their Gmail address with their Parents’ or Teachers’ permission. Please bear in mind that as this is a school monitored account it is not private, and can be checked by a member of staff at school at any time. Parents are also encouraged to check their child’s email account regularly.
7. CREATING AN ITUNES ACCOUNT

An iTunes account must be created using the student’s school Gmail address. Parents will need to do this on behalf of the students because Apple’s Terms and Conditions state that the minimum age for an iTunes account holder is 13. Families cannot use an existing iTunes account. This is to ensure your family’s privacy and to protect your information. For example, your credit card details. You will need your iTunes voucher to create the iTunes account. You can set up the account using the minimum amount ($20) and it is expected that apps used throughout the program will cost no more than $50.

Creating an iTunes Account from the iPad:

The iTunes account can be created in settings. Select the iTunes & App Store and select Create New Apple ID. Confirm your country, (it should default to Australia). Read and agree to the Terms and Conditions. Complete the following details to create your account:

- **Email**: The student’s Gmail address created by the school. It will end in @stoliverplunkettqld.com.
- **Password**: The student’s Gmail password. If you choose another password, please choose one that you and your child will remember. Your child will have to enter this password many times to perform updates to apps so please create something they can type in easily.
- **Security Info**: For your protection, these questions will help us verify your identity in the future. To enter the security info, choose the desired questions and complete the answers. School does not need to know these details. It is recommended that you make a note of the answers for future reference.
- **Optional Rescue Email**: Email address not a student’s alternative email address.

The date of birth of the student cannot be used so please choose details that you will...
remember as this information is used to verify your identity if you need assistance from Apple. It is recommended to **turn off subscriptions** so that your child’s email inbox is not sent promotional material.

Scratch off the panel on your iTunes card to reveal the code. **Enter code into account details**

**Complete billing address.**

**Do not enter any credit card details.**

Once you’ve filled out all of the fields for your billing information, **tap Next.**

You’ll then see a screen that says **Verify Your Account.**

**Tap Done,** and check your child’s Gmail account for a verification email from Apple (see section 8).

Open the email, and **tap the Verify Now link** enclosed in the email to activate your account. You’ll be taken to a secure page to enter your Apple ID and password to complete your account verification. Once you’ve entered your email address and password, **tap Verify Address.**

More information about Apple IDs can be found on the Apple website:

[http://support.apple.com/kb/ht2731](http://support.apple.com/kb/ht2731)

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### 8. Enabling Restrictions on the iPad

Restrictions need to be enabled by parents. This ensures certain controls can be exercised over what can and cannot be viewed on the iPad. Although the restrictions go some way towards filtering inappropriate material, it cannot be relied upon. Therefore, it is very important that students are monitored when using the iPad, especially when using the Internet. Please speak with your child about appropriate access and encourage them to inform you if they inadvertently come across something they should not have access to. Unfortunately the makers of inappropriate material have ways around filtering systems, so it is important that students have strategies and know what to do if this situation occurs. Students should feel comfortable and be actively encouraged to inform their parents and teachers if they accidently access inappropriate material.

Restrictions can be enabled under the settings icon on the iPad. Once this icon has been clicked, enable restrictions by turning on the restrictions button:

To enable restrictions on the iPad you will be prompted to create a 4-digit passcode. **Please do not give this passcode to the student.**
Once you have created the passcode, please **email this code to school at library@stoliverplunkettqld.com**. This ensures school has a record of your code so that if there is a breach of security, restrictions can be restored. Please let the teacher know if you change the passcode for any reason.

You will then be prompted to set the restrictions for the iPad:

The above images suggest the restrictions you may wish to have in place. It is a requirement that Explicit Language and in-app purchases be switched off. Turning off in-app purchases protects the student from inadvertently spending money whilst using apps. Some app developers use this function to entice users to download extra features for a cost. Often their apps are free to download initially and they use underhand ways of causing the user to inadvertently agree to in-app purchases. Some families have ended up with large bills! Installing apps will need to remain switched on throughout the program, as students will sometimes need to download and update apps in school time.
9. LOGGING INTO GMAIL

Gmail accounts have been created for every student. On student boot camp day, in January 2014, students will complete appropriate email use training. On completion of this training the students will be given their Gmail account details and asked to create a password for their account. *Please do not give your child access to this account prior to January 2014.*

To sign in to Gmail follow the link [http://www.google.com/a/stoliverplunkettqld.com](http://www.google.com/a/stoliverplunkettqld.com)

Enter your child’s username and password, (see section 5).

10. ONLINE SECURITY

As technology changes rapidly and new sites are released and accessed by students, it is often difficult to keep up to date. For up to date information on cyber safety please check the Government website regularly:


The Easy Guide to Socialising Online gives valuable advice to parents on the main social media sites for children and is a valuable resource:

St Oliver Plunkett School, Cannon Hill

ICT Resources Access Student Consent Form

This Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources.

Parents/guardians are encouraged to review and discuss the contents of the Acceptable Use of Information & Communications Technology Resources statement, the Conditions of Use of ICT Resources and the Student and Parent IPad Guidelines. By signing this Consent Form, both parents/guardians and students are agreeing to the terms of access as set out in the Acceptable Use of Information & Communications Technology Resources statement and the Student and Parent IPad Guidelines and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result. Any queries in relation to this material should be directed to the school Principal.

User Acceptance

I, the student named below hereby agree to comply with all requirements as set out in the Acceptable Use of Information & Communications Technology Resources statement and the Student and Parent IPad Guidelines and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

NAME: ___________________________ PC CLASS: __

SIGNATURE: ______________________ DATE: ______________

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for the student named above to access the various information and communication technology resources (including email and the Internet).

I understand that access is granted to students subject to the restrictions contained in the Acceptable Use of Information & Communications Technology Resources statement and the Student and Parent IPad Guidelines and that if breached, appropriate consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Information & Communications Technology Resources statement and the Student and Parent IPad Guidelines, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

NAME: ___________________________ DATE: ______________

SIGNATURE: ______________________