



Re: 1:1 Laptop / Mobile Technology (iPad) Misuse

Dear Parent / Guardian,

Across all year levels of the College and especially throughout our 1:1 Laptop / iPad Programs, we place a major focus on providing a safe and secure ICT teaching and learning environment. Student ICT usage is monitored and ongoing via the monitoring of Online and Offline learning environments and tools used. All students are reminded on a consistent basis about appropriate laptop use.

This letter is to inform you that your child has breached our Internet User Agreement and or our 1:1 Laptop / Mobile Technology (iPad) Use Policies.

Throughout our Middle Years areas students are aware that if they breach the above mentioned policies that consequences will have to follow.

Your child has breached the College's Internet / Acceptable User Policy by not doing the following (highlighted): ***When at School I agree to:***

Tier 1 - Low Breach

- *Talk to my teacher or another adult if:*
 - *I need help online*
 - *I feel that the welfare of other students at the school is being threatened*
 - *I come across sites that are not suitable for our school and someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.*
 - *Not reveal my password to anyone except the system administrator or classroom teachers*
 - *Think about how I use content posted on the internet and not simply copy and paste information from websites*
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student*

Tier 2 - Medium Breach

- *Behave accordingly to my school's Code of Conduct*
- *Not bring or download unauthorised programs, including games and movies, etc..., to the school or run them on school computers*
- *Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)*
- *Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and to cite all references where necessary, such as research based projects)*

Tier 3 - High Breach

- Use the internet at school for educational purposes and use the equipment properly
- Not use social networking sites, unless for educational purposes, and only as directed by teachers
- Use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Not post offensive or illegal material either on my laptop or on the internet, which other students, staff and parents would find inappropriate.

The consequences that follow this level of breach are outlined below (highlighted):

Tier 1 - Low Breach

- Parental contact will be made.
- Student will be warned and a discussion will take place with the teacher regarding the unacceptable behaviour.
- Student will be required to complete a 'Cyber Smart' educational activity based on appropriate laptop and Internet usage.

Tier 2 - Medium Breach

- Parental contact will be made.
- Student Internet privileges will cease for a 1 week period.
- Student will not take the laptop/iPad home for a 1 week period.
- Student will be required to complete a 'Cyber Smart' educational activity based on appropriate laptop and Internet usage.

Tier 3 - High Breach

- Parental contact will be made.
- Student Internet privileges will cease for a 2 week period.
- Student will not take the laptop/iPad home for a 2 week period.
- Student will be required to complete a 'Cyber Smart' educational activity based on appropriate laptop and Internet usage.

If you can speak to your child about the following Breach of Policy it would be greatly appreciated. Thank you for your support and cooperation. If you have questions or would like more information, please feel free to contact the College and speak to your child's class teacher directly.

Sincerely,

Mr. Corrie Barclay
ICT Leading Teacher
Manor Lakes College

Class Teacher
Manor Lakes College

