iPad Program
Years 7-10, 2013
Catholic Ladies’ College, Eltham

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Introduction

At Catholic Ladies’ College we are committed to providing the best opportunities for our students to engage with up-to-date technologies in the 21st century.

A 21st century education needs to facilitate the development of relevant skills, including creativity, critical thinking, collaboration and communication. Mobile technology devices, such as the iPad, support this learning both in and out of the classroom, as well as encouraging students to become more independent and self-initiated learners.

Why the iPad?

Recent studies and experiences in schools around the world have shown that mobile, personal devices, such as the iPad, can be powerful tools for learning. They support essential learning in a straightforward, engaging way. They promote efficient use of time and enable spontaneous, flexible learning opportunities. While there are many mobile devices on the market, the iPad is the current market leader and at this time offers the best range of features and applications (apps) for education.

The personal nature of the device is also important. The iPad is able to support multiple learning and teaching styles. A broad variety of apps are available so that students can select the ones most suitable to their learning needs, as well make choices in the way they demonstrate their understanding and construct knowledge. The iPads are immediately appealing to students, as they are similar to the mobile phones and mp3 players which many are accustomed to. This connection to their life worlds is important, as it makes their learning more accessible and relevant.
Practical considerations

In addition there are a number of compelling practical reasons for the College’s implementation of iPads.

- The iPad is compact, light and portable.
- A 10 hour battery life means the iPad can be used throughout the school day.
- The instant start-up of the iPad means greater use of class time for learning.
- Gradually, heavy textbooks will be replaced by eBooks or apps.

How will the iPad be used during school time?

Self management will be a feature of students’ interaction with the iPad. They will need to accept responsibility for the care and functionality of their iPad, as well as their personal actions when using it. Age appropriate ICT skills will be nurtured, as well as positive digital citizenship.

In general, the range of uses for the iPad for learning might be summarised as follows:

- **Content**
  - Access, use, create and publish digital and online content.

- **Communication**
  - Communicate knowledge and learning experiences in a variety of ways.
  - Communicate with others within and beyond the school environment.

- **Critical Thinking**
  - Develop the ability to think critically about information, opinions and experiences, in order to solve problems and build knowledge.

- **Creativity**
  - Develop creative approaches to learning, presentation of knowledge and working with others.

- **Collaboration**
  - Collaborate effectively with others to enhance learning opportunities.

General iPad Information - FAQs

**What support does the iPad require?**

The iPad connects to a Mac or PC via the iTunes software which needs to be downloaded to your computer. (See: [http://www.apple.com/itunes/](http://www.apple.com/itunes/))

This allows the iPad to backup and sync with the computer.

With the upgrade to iOS 6 (operating system 6 for the iPad) the iPad can become a standalone device syncing to an iTunes account via iCloud online. Cloud computing will certainly be explored but backup to a computer is seen as most desirable at present.
What is iTunes?
iTunes is a powerful application that is used to back-up, sync and transfer files from your computer to your iPad. It is also a storage area for all your content, giving you an easy and intuitive way to browse, search, and organise your audio and video content. It includes the iTunes Store, which is a place to find educational content that can be downloaded to a computer or the iPad. iTunes is free for both Mac and PC. iTunes can also be accessed on the iPad itself.

Will students need iTunes accounts to use with iPads?
Yes. To download apps, both free and paid for, requires access to the iTunes Store which necessitates setting up an Apple ID. We would recommend parents / guardians create and set up the Apple ID accounts and give the password details to the students. This enables parents to monitor all applications that are downloaded. Many students will already have an existing Apple ID, which can be used. It would be preferable for students to have their own iTunes library so that they can easily sync with their iPads.

Can parents control the use of the iPad at home including which apps are installed?
Yes, there are settings in iTunes which allow for parental control. However, restrictions can limit the use of the iPad at school. The College will encourage and promote responsible use of the iPad. The College sees itself in a collaborative partnership with parents and as such we would endorse parents setting boundaries for time and place for use of the iPad at home. We would also encourage parents to discuss their daughter’s experience of the iPad of the learning that is happening at school.

Do I need wireless Internet access at home?
The iPad purchased by the College is a wireless device and students will have full Internet access at school. In order to access the Internet at home you will need to have wireless installed. You might wish to discuss this option with your Internet provider. Even so, much work can still be done on the iPad without wireless access.

Can the iPad open Microsoft Office documents?
The iPad is compatible across multiple platforms. The required iWorks apps – Pages, Keynote, Numbers – can open Microsoft Office documents and also edit them. Also another required app, Notability, can open and annotate pdf files. Therefore work located on the CLC Portal as a Microsoft Office document, as well as from other locations, can be accessed and edited as required. It is a valuable and necessary skill for students to work with more than one platform as this reflects our dynamic and complex world of technology and communications.

Which apps need to be downloaded?
See the list of Required KLA specific apps and Required General apps. These apps need to be purchased with iTunes credit through purchased iTunes cards or a credit card linked with the Apple ID / iTunes Store account. See Setting up iTunes.

What if I don’t have access to a computer or Internet access?
For assistance, please email ipadfaq@clc.vic.edu.au

What will happen if a student’s iPad is damaged or lost?
All iPads, including those purchased through the College, have a one year standard manufacturer’s warranty, as provided by Apple.

Maintenance cover for iPads purchased through the College:
Where an iPad sustains accidental damage, the College Maintenance cover affords a one-time major repair per iPad. An excess of $150 will be charged to the fee account when the repair is undertaken, and every endeavour will be made to loan students an iPad whilst theirs is being repaired.

This arrangement will not apply to instances of wilful damage, excessive force or gross negligence. In this case the repair costs will need to be met by the family. Please note that where the original iPad was purchased through the College, payments arrangements for the original must be completed.
There is no cover with the iPad for loss or theft, so it is strongly suggested that parents contact their own insurance provider for issues relating to loss.

*Please note that if families have purchased iPads independently, they will need to take care of all warranty and damage issues by contacting Apple directly.*

**Will students get another iPad to use if theirs is left at home or is flat?**
No. It is the student’s responsibility to fully charge the iPad overnight and bring it to school as their principle computing device. The iPad charger should not be brought to school.

**What if I have purchased a 3G model for my daughter’s use?**
Every student with an iPad will have access to the College wireless network and the safety of a filtering system for the Internet. Nevertheless, please be aware that a 3G enabled iPad can bypass these filters because it uses an independent 3G network outside of the College filters. We would therefore strongly advise that the micro sim card for 3G not be inserted in the iPad whilst it is at school with the student.

**Will the students receive support in setting up the iPad and using it for educational purposes?**
Yes. There will be support to learn about the operation of the iPad and its many uses for learning. The iPad Program is an opportunity for all students to have improved access to learning technologies and online learning. The program aims to improve student engagement in regular classes and provide enhanced teaching and learning practices for both students and teachers.

**How will the students back up work and transfer files?**
The iPads do have a large capacity for file storage. However, it is important that students be able to back up their work and transfer files. There will be a number of ways this can happen and students will be given different options for different scenarios. These will include transferring content and documents through iTunes on their home computers, CLC email, cloud storage and network space.

**Can the student print from the iPad?**
The College will not provide printing directly from the iPads. However, instructions will be given about alternatives for saving and printing their work.

**Can the iPad be used for personal use?**
The iPads main purpose is as a tool for learning. However, we support parental decisions about its use out of school. Any content loaded onto the iPad must comply with the CLC Digital Citizenship Policy. It is also essential that memory is available for all school related apps and activities as a priority.

**Is there a secure area where students can leave their iPad during sport, recess/lunch or assembly?**
Yes, the student should leave the iPad locked in her personal locker at recess and lunchtime and when not in use. Any issues about security need to be discussed with the student’s homeroom teacher.

**What level of support will the College provide?**
The Network Office will provide assistance for technical issues, warranty support (if purchased through the College), and ensure wireless connectivity. Support will also be provided by specialist staff for issues relating to using the iPad for learning. Documentation will also be placed on the CLC Portal.

**Can the student personalise her cover?**
Yes. The student can add something to personalise her cover for easy identification as long as it is school appropriate. The locked screen should have an image with the student’s name and /or a photo that readily identifies her. This can be created with one of the apps. The iPads purchased through the College will also come with a protective cover. This helps to keep the iPad safe from damage.
Can the iPad be used whilst travelling to and from school?
Students should carry the iPad in their school bags whilst travelling to and from school. For safety and security reasons, it is advisable that they do not have it out of their bags for any reason.

How should the screen be cleaned?
The screen is made from glass but it has a special coating in order to protect it from fingerprints. It is important to take care of the screen. It is a good idea to clean your Screen regularly. You can also purchase a cleaning product from the Apple store.

Apple advises:
- the use of a soft, lint-free cloth. Abrasive cloths, towels, paper towels, and similar items may cause damage to the item.
- disconnecting your Apple product from any external power sources.
- disconnecting any external devices and other cabling from the product.
- keeping liquids away from the product.
- avoiding getting moisture into any openings, and not using aerosol sprays, solvents, or abrasives.
- avoiding spraying cleaners directly onto the item

What if I have a further question or query about the iPad program at CLC?
As the iPad provides a new and exciting approach to learning, there are sure to be some areas that will need to clarified and refined. We welcome your questions and constructive suggestions. If you have any further thoughts or concerns about the iPad program, please contact the College via email at: ipadfaq@clc.vic.edu.au

Useful links:
- http://www.apple.com/au/support/ipad/syncing/ how to sync iTunes to your iPad
- http://support.apple.com/videos/ Video tutorials to show you how to download and install iTunes
- https://appleid.apple.com Create an Apple ID, manage your account and reset your password

Setting up iTunes on your computer

It is advisable to back up the iPad to a computer. You can also setup your iPad by connecting it to a computer.
However, if you have Wi-Fi, it is straightforward to set it up straight out of the box – directly on the iPad.
See Wireless setup below

The following applies to setup through a computer:-

- you will need to download iTunes - http://www.apple.com/itunes/
- You can set up your Apple ID / iTunes Store account on the computer
- The following address provides information on creating an Apple ID, and links to an iPad user manual and other FAQs:- http://www.apple.com/support/ipad/getstarted/
- Once you have a computer that has a copy of iTunes and you have redeemed your iTunes gift card or linked the account to a credit card, you are ready to connect your iPad for the first time.
1. The very first time you turn your iPad on, there is a screen displayed which indicates it needs to connect to iTunes.

2. To connect to iTunes, connect your iPad to a USB 2.0 port on your Mac or PC, using the cable provided with your iPad.

3. Once you have connected your iPad to your computer, follow the steps to configure your iPad.

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**Starting out with iOS 6 – wireless setup**

The process for setting up your iPad is quite straightforward.

Students will receive an iPad with the latest operating system – iOS6 – on them. If you have access to wireless you can set up your iPad straight “out of the box.”

**The setup process**

1. **Start by sliding the arrow at the bottom of the screen**
2. **Select your language (English)**
3. **Select your country (Australia)**
4. **Students should not enable location services.** The College advises against this for safety reasons
5. **Wi-Fi Networks:** enter your home wireless router password. (At CLC you will enter your CLC username and password to access the wireless network.)
6. **For new iPads that have never been used before, select ‘Set up as New iPad’**
7. **The following image appears:**

   ![Sign in with your Apple ID](image)

   ![Create a Free Apple ID](image)

8. **Choose:** Sign in with your Apple ID or Create a Free Apple ID
9. **Agree to the Terms and Conditions**
10. **Diagnostics & Usage** Choose: Don’t send > Next
11. **The following message will appear:**

   **Thank You Your iPad is now set up.**
   **You’re ready to start using the most advanced iOS ever**
   **Start Using iPad**

   The following applies to Home setup:
12. **Create an Apple ID to use with the iTunes Store. You can use an existing email address or your CLC email address**
13. **Enter your birthday on the next screen**
14. **Enter your first and last names.**
15. Enter in your email address
16. Enter a password
17. Enter the answer to a question only you will know the answer to.
18. If you wish, turn on Email updates from Apple.
19. Agree to the Terms and Conditions.
20. Your Apple ID will now be created
21. Due to a limit being in place for data transfer to the internet from the College, we ask that you do **NOT use iCloud for backup.** By selecting NO you will be able to backup your device to your computer instead. **Syncing with iCloud** is different to iCloud Backup as outlined in the **icloud section**

22. **Use Find My iPad / Don’t Use Find My iPad** – Make your choice
23. Select ‘Automatically Send’ if you wish to send your usage information to Apple or ‘Don’t Send’ if you prefer.
24. Select **‘Start using iPad’.**

Your iPad setup is now set up

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**icloud**

Internet links:  https://www.apple.com/icloud/

**icloud** is a service from Apple with iOS 6 that keeps your devices in sync. The “Cloud” in tech terms is basically referring to keeping your data on a remote server that is available anywhere.

iOS 6 is now capable of being used PC free. The College requires, however, that students **back up their device to their computer and not to iCloud (turn to OFF),** as the free iCloud backup has a limit of 5GB which would be insufficient for the iPad data backup. A full backup would also not be possible due to data limitations at the College.

In summary: Full Backup should be done at home:

- by connecting your iPad to your iTunes account on your home computer.
  OR
- by syncing wirelessly to you home PC
- iTunes -> iPad -> Summary -> Back up to this computer
- If a decision is made to purchase more storage for backup to iCloud then the backup must be done at home.

It is advisable not to have data and documents syncing to iCloud as there have been some issues with access and retrieving work at school. As mentioned in FAQ there are other ways for students to back up and save work.

Note: **syncing to iCloud is different to performing a full back up to iCloud.**
### Required Key Learning Area Apps and Required General Apps

The following apps should be purchased through the iTunes Store with the iTunes cards or iTunes credit.

#### Required General App List for Years 7-10, 2013

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kidblog <strong>new</strong></td>
<td>Blogging</td>
<td>FREE</td>
</tr>
<tr>
<td>EasyBib</td>
<td>Bibliography creator</td>
<td>FREE</td>
</tr>
<tr>
<td>Adobe Reader</td>
<td>Read &amp; annotate Health digital workbook-Years 7&amp;8</td>
<td>FREE</td>
</tr>
<tr>
<td>Pages</td>
<td>Word processing</td>
<td>$10.49</td>
</tr>
<tr>
<td>Keynote</td>
<td>Presentations</td>
<td>$10.49</td>
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<tr>
<td>Numbers</td>
<td>Spreadsheets</td>
<td>$10.49</td>
</tr>
<tr>
<td>Garage Band</td>
<td>Sound and music editing and creation.</td>
<td>$5.49</td>
</tr>
<tr>
<td>Popplet</td>
<td>Collaborative brainstorming</td>
<td>$5.49</td>
</tr>
<tr>
<td>iMovie</td>
<td>Video editor and movie making</td>
<td>$5.49</td>
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<tr>
<td>Creative Bookbuilder</td>
<td>Create books and resource collections.</td>
<td>$4.49</td>
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<td>TouchDocs</td>
<td>Create and edit Google Docs.</td>
<td>$4.49</td>
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<tr>
<td>Explain Everything</td>
<td>Screen casting and presentations.</td>
<td>$2.99</td>
</tr>
<tr>
<td>Comic Book</td>
<td>Comic creator</td>
<td>$1.99</td>
</tr>
<tr>
<td>Notability</td>
<td>PDF annotation, organisation and note taking</td>
<td>$0.99</td>
</tr>
<tr>
<td>Paperport Notes</td>
<td>PDF annotation</td>
<td>Free</td>
</tr>
<tr>
<td>Dictionary.com</td>
<td>Dictionary</td>
<td>Free</td>
</tr>
<tr>
<td>Show Me</td>
<td>Turn your iPad into a personal interactive white board.</td>
<td>Free</td>
</tr>
<tr>
<td>Nearpod</td>
<td>Interactive presentations and student response system.</td>
<td>Free</td>
</tr>
<tr>
<td>Student Clicker - Socrative</td>
<td>Quizzes, student response system.</td>
<td>Free</td>
</tr>
<tr>
<td>Dropbox</td>
<td>Cloud storage</td>
<td>Free</td>
</tr>
<tr>
<td>Box</td>
<td>Cloud storage</td>
<td>Free</td>
</tr>
<tr>
<td>School eLocker</td>
<td>Cloud storage</td>
<td>Free</td>
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<tr>
<td>Evernote</td>
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<td>Free</td>
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<tr>
<td>Smart Recorder Lite</td>
<td>Voice recorder</td>
<td>Free</td>
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<tr>
<td>iBooks</td>
<td>Book reader</td>
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<tr>
<td>Over Drive</td>
<td>eBook borrowing system</td>
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<td>ClickView</td>
<td>Video viewing</td>
<td>Free</td>
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<tr>
<td>Calculator for iPad free</td>
<td>Basic calculator</td>
<td>Free</td>
</tr>
<tr>
<td>Qrafter</td>
<td>QR code creator and scanner</td>
<td>Free</td>
</tr>
<tr>
<td>Skitch</td>
<td>Image editor</td>
<td>Free</td>
</tr>
<tr>
<td>Make Dice Lite</td>
<td>Creative dice maker</td>
<td>Free</td>
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</tbody>
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## Key Learning Area (KLA) Required Apps, Years 7 – 10, 2013

### YEAR 7

**INTERDISCIPLINARY STUDIES**  
GOOD NEWS BIBLE APP LITE VERSION (FREE)

**LANGUAGE**  
LANGUAGE PERFECT (FREE)  
ASCENDO INC GERMAN ENGLISH DICTIONARY (FREE)  
ASCENDO INC ITALIAN ENGLISH DICTIONARY (FREE)

**MATHEMATICS**  
CALCULATOR (FREE)

### YEAR 8

**ENGLISH**  
DICTIONARY (FREE)  
THESAURUS (FREE)

**GERMAN**  
MOBILE SYSTEMS COLLINS GERMAN DICTIONARY ($10.49)  
SPEECH JOURNAL ($1.99)  
LANGUAGE PERFECT (FREE)

**HUMANITIES**  
JACARANDA ATLAS ($9.95)

**INDONESIAN**  
SPEECH JOURNAL ($1.99)  
LANGUAGE PERFECT (FREE)

**ITALIAN**  
SPEECH JOURNAL ($1.99)  
LANGUAGE PERFECT (FREE)  
ASCENDO INC ITALIAN ENGLISH DICTIONARY PLUS ($10.49)

**MATHEMATICS**  
CALCULATOR (FREE)

**RELIGIOUS EDUCATION**  
GOOD NEWS BIBLE - LITE VERSION (FREE)

### YEAR 9

**GERMAN**  
LANGUAGE PERFECT (FREE)  
SPEECH JOURNAL ($1.99)  
MOBILE SYSTEM COLLINS GERMAN DICTIONARY ($10.49)

**HUMANITIES**  
JACARANDA ATLAS ($9.95) - NEW STUDENTS ONLY

**INDONESIAN**  
CONDETSOFT KAMUS LENGKAP PRO DICTIONARY ($4.49)  
SPEECH JOURNAL ($1.99)  
LANGUAGE PERFECT (FREE)

**ITALIAN**  
SPEECH JOURNAL ($1.99)  
LANGUAGE PERFECT (FREE)  
ASCENDO INC ITALIAN ENGLISH DICTIONARY PLUS ($10.49)

**RELIGIOUS EDUCATION**  
GOOD NEWS BIBLE - LITE VERSION (FREE)

### YEAR 10

**GERMAN**  
MOBILE SYSTEMS COLLINS DICTIONARY ($10.49) - NEW STUDENTS ONLY  
LANGUAGE PERFECT (FREE)  
SPEECH JOURNAL ($1.99)

**HUMANITIES**  
JACARANDA E-ATLAS ($9.95) - NEW STUDENTS ONLY

**INDONESIAN**  
SPEECH JOURNAL ($1.99)

**ITALIAN**  
LANGUAGE PERFECT (FREE)  
MOBILE SYSTEMS AUDIO COLLINS MINI GEM ENGLISH-ITALIAN & ITALIAN-ENGLISH DICTIONARY ($10.49)  
SPEECH JOURNAL ($1.99)
At home digital devices and the Internet are often used differently to the school environment. Not only are they a study resource for students, but are increasingly being used as a means to interact socially. It is essential that students make the distinction between work and play.

About the Acceptable Use Agreement

In signing the Agreement that is in the Student Planner, students will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of the agreement are explained below. Please contact the College if you have any queries.

1. **Be a safe, responsible and ethical user whenever and wherever I use it.**
   The Student Digital Citizenship Policy outlines the values of the College and expected behaviours when students use the Portal, the Internet and digital technologies at school.

2. **Only use the Internet for learning and educational purposes.**
   It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as ‘free’ however even just looking at a page on the Internet incurs a download cost. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the Internet or mobile technologies for their learning. The Portal is designed as a learning space and the tasks set within it are clearly educational. In homes with the Internet, students will be able to access their Portal learning space. They will also have access to the rest of the Internet. If students are spending hours online doing homework, it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

3. **Use social networking sites for educational purposes and only with the permission and direction of the teacher.**
   Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task has a very different purpose to that of using a social networking space to link up with friends in their own time.

4. **Communicate respectfully with others and never write or participate in online bullying. I agree to not write emails that are offensive, harmful or hurtful.**
   Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. The online environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.
5. **Speak to a teacher if I feel uncomfortable or unsafe online or I see others using digital technologies inappropriately.**

Incidents online often go unreported. Students have said that their reasons for not saying anything include – embarrassment, a belief that online issues are theirs to solve as adults don’t understand, a feeling that reporting it will make the issue worse and the most common fear is that they will lose access to their technology.

Students are advised to report an incident if:
- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don’t like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to

6. **Safeguard my privacy by keeping my password private and by not giving out any personal details online (name, address, phone number), both my own and others.**

Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students’ login details.

Students like to publish information about themselves and their friends in spaces like Facebook, Twitter and blogs. This can put them at risk of being approached, groomed or bullied online.

To avoid this we recommend they:
- Don’t use their own name, but develop an online name and use avatars
- Don’t share personal details, including images of themselves or their friends online
- Password protect any spaces or accounts they have
- Don’t allow anyone they don’t know to join their chat or collaborative space
- Are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- Understand the terms and conditions of any website or online community that they might join

The College Portal is controlled so that only the school community is able to see the information. Teachers will outline expected processes with students in these spaces.

7. **Abide by copyright procedures and ask permission to use digital content when necessary.**

Music, information, images and games on the Internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a ‘freebie’ you can risk bringing a virus or spyware to the computer or network. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software can sometimes share music and files illegally and make computers vulnerable.

Students will be taught the skills to locate, evaluate and use information effectively and to respect the Intellectual Property of people who contribute resources online. It is important that permission is sort from the copyright owner and that they are acknowledged within any student work. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the Internet.
8. **Adhere to Internet access as determined by the College Internet filtering system.**
   The College has set up a filtering system to block out inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their Internet access reviewed and parents/guardians will be immediately informed.

9. **When using digital devices as a camera:**
   - Only take photos and record sound or video when it is part of a class or lesson
   - Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
   - Seek appropriate (written) permission from individuals before publishing or sending photos, recorded sound or video to anyone else or to any online space
   - Be respectful in the photos I take or videos I capture and never use these as a tool for bullying
   - The recording of images and sounds can breach students’ rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don’t want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online.