

APPENDIX B – CLASSROOM PROTOCOLS

These classroom protocols are to be followed in conjunction with the St Patrick's Responsible ICT Usage (appendix A) in the Student Diary. The term 'ICT Device' refers to iPads, iPods, Tablets, Laptops, Mobile Phones and similar devices. These classroom protocols are in place so that students can use their ICT device responsibly for learning.

Protocol	Description
Bring your ICT Device to school fully charged every day.	<ul style="list-style-type: none"> Ensure your ICT Device is charged overnight and leave the charger at home. Ensure you have enough battery life in your ICT Device to last the entire school day.
Use your ICT Device only under the specific guidance of a staff member.	<ul style="list-style-type: none"> The default position for the ICT Device is inside the neoprene sleeve/bag, therefore at the start and end of class, your ICT Device will be stored inside the neoprene sleeve/bag. Only take your ICT Device out and use applications and access websites when instructed to do so by a staff member. When travelling to and from school and between classes, your ICT Device will always be inside the neoprene sleeve/bag provided. This also includes before school, recess, lunchtime or afterschool. When a staff member instructs, close the ICT Device cover or lid immediately.
Mute your ICT Device unless directed by a staff member.	<ul style="list-style-type: none"> Your ICT Device is not to be used for streaming music or movies unless under the direct guidance by a staff member. Please don't use your ICT Device to deliberately disrupt the learning environment in the classroom.
Protect and respect your ICT Device at all times.	<ul style="list-style-type: none"> Your ICT Device is to be secured in the College approved protective cover and/or neoprene sleeve/bag as provided with the ICT Device. If the protective cover becomes damaged, then it is your responsibility to replace it by buying a new one from the College Shop. If the neoprene sleeve/bag is lost or damaged, then it is your responsibility to replace it by buying a new one from the College Shop. The protective cover, neoprene sleeve or bag provided are not to be defaced. When not in use in class, store your ICT Device locked in your locker. This includes school excursion, PE classes, instrument sessions, sports activities (unless specifically requested by a staff member). Take care of your ICT Device, especially when in your school bag, travelling to and from the College.
Access educational content only during class on your ICT Device.	<ul style="list-style-type: none"> Only use your ICT Device for school related purposes, during class and study sessions, therefore you are not access any personal content, services or websites during class time. This includes, but not limited to games, streaming of movies/music or any form of social communication. Ensure that all apps and programs open on your ICT Device are closed at the end of each lesson. This will help minimise distractions and keep you focussed on the task at hand.
Ensure content on your ICT Device is appropriate at all times.	<ul style="list-style-type: none"> Ensure that personal content stored on your ICT Device is appropriate at all times and understand that storage space for school related content is a priority. This includes wallpaper and language in accordance with points 1/2 of the St Patrick's ICT Responsible Use Guidelines (appendix A) document. Ensure that no 'black listed', age or theme inappropriate apps or links/bookmarks are installed on your ICT Device. This includes SnapChat, Instagram, Tumblr and Kik.
Refrain from touching or interfering with other students ICT Devices.	<ul style="list-style-type: none"> Use a complex passcode or password to protect against unauthorised use by others. Never leave your ICT Device unattended in a classroom or on top of your locker. Keep your login account details to yourself. You are responsible for any action carried out under your login username. Students are not to access any ICT Device using another student's or staff member's user name and password.