

ICT Ready to Learn Protocols



Protocol	Why?	Consequence
Devices are not to be opened without teacher permission.	To be respectful to all members of a learning space.	<ol style="list-style-type: none"> 1. Verbal Warning 2. Phone call/email home by learning area teacher. 3. Civics and Citizenship duty at lunchtime or afterschool.
All students MUST restart their device each day at the start of session 1.	The network at the College is set up to ensure that all students can have access to the most up-to-date software and programs. To access the most recent updates students must restart their device.	Failure to do so will results in students not having access to recent updates.
Any programs, sites or applications not specifically related to the Learning Session must be closed prior to the commencement of each session and must not be accessed at any time throughout the session.	To avoid distractions and wasting of learning time.	<ol style="list-style-type: none"> 1. Verbal Warning. 2. Discussion with teacher at the end of the Learning Session. 3. Conversation with Ms. Chaves, Miss Kirk or Mr. Bartlett.
Students MUST arrive to Session 1 with 100% battery life on their learning device with OneNote synced.	Devices will be used extensively during the school day. If a device is fully charged and used appropriately during the day, the battery will last the whole day. Charging stations for all students are not available at the College.	<ol style="list-style-type: none"> 1. Verbal warning. 2. Phone call/email home by learning area teacher. 3. Conversation with Ms. Chaves, Miss Kirk or Mr. Bartlett.
Spotify is NOT to be used at school.	Streaming and/or listening to music on Spotify drains battery life.	<ol style="list-style-type: none"> 1. Spotify to be removed from the device. 2. Contact home by learning area teacher. 3. Civics and Citizenship duty at lunchtime or afterschool.
YouTube is blocked at the College.	Streaming on YouTube drains battery life.	<ol style="list-style-type: none"> 1. YouTube to be blocked.

Headphones are not to be used in Learning Areas without the teacher's permission.	To be respectful to all members of a learning space.	<ol style="list-style-type: none"> 1. Warning by the Learning Area teacher 2. Lunch/break Civics and Citizenship Duty 3. Contact home to parents by the Learning Area Teacher
No games are to be downloaded at school.	At school your device is to be used for educational purposes.	<ol style="list-style-type: none"> 1. Game to be deleted in front of learning area teacher. 2. Phone call/email home by learning area teacher and a note added on Compass Chronicle. 3. Student device is removed and replaced with a school device for use during the school day. Devices are to be returned at the end of the school day. 4. Conversation with Ms. Chaves, Miss Kirk & Mr. Bartlett with a possible Civics and Citizenship duty. 5. Parent/Guardian meeting.
No games are to be played during learning sessions without teacher consent.	Learning sessions are for educational purposes.	<ol style="list-style-type: none"> 1. Warning. 2. Student device is removed and replaced with a school device for use during the school day. Device is to be returned at the end of a school day. 3. Phone call/email home by learning area teacher and a note added on Compass Chronicle. 4. Conversation with Ms. Chaves, Miss Kirk & Mr. Bartlett with a possible Civics and Citizenship duty. 5. Parent/Guardian meeting.
Students are not to touch or use another student's device or stylus without their permission.	Devices are student's personal property and responsibility.	<ol style="list-style-type: none"> 1. The owner of the device must inform the learning area teacher 2. Warning 3. Phone call/email home by learning area teacher and a note added on Compass Chronicle. 4. The student responsible for the damage may incur financial costs to replace/repair the property.

Use of Microsoft OneNote and Teams. Information documented in OneNote and Teams must relate to learning areas. No obscene language is to be used. Students are not to edit or delete the work of other students or create teams for social interactions.	Microsoft OneNote and Teams are used as a platform for learning not a social media outlet.	<ol style="list-style-type: none"> 1. Warning. 2. Phone call/email home by learning area teacher and a note added on Compass Chronicle. 3. Conversation with Ms. Chaves, Miss Kirk & Mr. Bartlett with a possible Civics and Citizenship duty. 4. Parent/Guardian meeting.
The stylus pen must be brought to every class.	The stylus pen is part of the stationary list and is essential to teaching and learning.	<ol style="list-style-type: none"> 1. Learning Area teacher to send an email home. 2. Stylus to be replaced in a timely manner
All devices are to be in working order. A broken device needs to be repaired in a timely manner.	Devices are essential for our teaching and learning program.	
Taking photos of students, Teachers or school Staff is prohibited unless specific consent has been obtained.	It is a breach of the privacy act to take photos of people without their consent. Photographs, video or digital images of a student are considered “personal information” and therefore their use and disclosure are governed by the Information Privacy Act 2000 (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act).	<ol style="list-style-type: none"> 1. Students will be asked to DELETE images and a warning given. 2. If it occurs again then they may be given a Civics & Citizenship duty