



ST. BRIGID'S  
COLLEGE

**PARENT AND STUDENT TECHNOLOGY PARTICIPATION AGREEMENT**  
**Years 1 – 6 2022**

Technology such as laptops and iPads, are used in the College allowing access to email, internet and other online programmes. These valuable resources have assisted our primary school students in working towards reaching their full potential in the digital technologies learning area as well as integrating technologies in other subject areas. The College has put in place steps to ensure that such technology is appropriately used and students are safe in their use of this technology.

In signing below, you and your child agree to the following:

**General Use**

1. I will bring my iPad to school each day.
2. I will ensure the iPad is charged for the beginning of each school day.
3. I will leave my iPad/laptop charger at home unless directed to bring it to school under exceptional circumstances.
4. I will use my iPad case to protect my iPad when transporting my iPad around the school.
5. I will keep my iPad in my school bag before and after school.
6. I will keep food and drinks away from the iPad/laptop at school.
7. I will not allow other students to use my iPad/laptop as they are personal devices.
8. I will not handle another student's device under any circumstances.
9. I will immediately report any accidents or breakages to my parents or my class teacher.
10. I will only use my iPad or laptop during class time or as directed/allowed by my class teacher.

**Content**

*Whilst at the College:*

11. I will use technology only to support my classwork.
12. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications/apps and content and to check the websites that I visit. I understand there will be consequences for inappropriate use.
13. I am responsible and with the help of my parents to ensure that backups are regularly made of all files, as directed by my teachers.
14. I will ensure that all automatic downloads, updates and notifications have been disabled whilst on the College's premises at all times (this includes before and after school).

## Safety and Security

15. I will only use email, go to websites or install apps at school that support my classwork.
16. I will be cyber-safe and cyber-smart when using the internet and technological devices.
17. I will demonstrate responsible use of my iPad/laptop with regards to respect and privacy of other people.
18. I will use technology lawfully and in accordance with the appropriate user/behaviour of the College network guidelines, as stated in the College's Information and Communication Technology User policy.
19. For security reasons, I will not share account names and passwords with anyone unless requested by staff or technicians.
20. I am responsible for the security and use of the devices. When not in use, I will secure my iPad/laptop in my locked classroom. (I will not leave my iPad/laptop outside of my classroom).
21. I will not handle another student's device under any circumstances. Should another student's device be damaged by another student and the College deems that this student is in breach of this agreement, the family may be liable for the repairs and/or replacement of the damaged device.
22. I understand if the above conditions are not followed, I will forfeit my technology use at the College.
23. All students are strongly encouraged to regularly backup their device to ensure that their work is saved. In cases where technology is not available for the completion of the submission of work, the student must revert to submitting handwritten work to the best of their ability.

Students and families should be aware that consequences for the breach of the above agreement are in line with the College's Information Technology Policy and Primary School Behaviour Management Plan. Consequences may include, but are not limited to;

- Suspension of access to St Brigid's College's network for a period of time determined by the College.
- Forfeiting of the right to bring devices onto the College premises for a period of time determined by the College.
- Interview with either the Deputy Principal, Head of Junior School and/or College Principal, in the cases of serious breaches of the agreement, to review the Enrolment Agreement.
- Students who are no longer permitted to use the College's network or use technological devices will be required to complete different tasks using non-technological mode (i.e. hard copy books and pen and paper).

Name of Student	
Student Signature	
Name of Parent	
Parent Signature	
Date	/ /2022

## Installing the Office Suite on iOS Devices

This guide will take you through the process of installing the Office Suite on an iOS device such as an iPad or iPhone. As a St Brigid's student, you get a license to Office 365, this is automatically tied to your St Brigid's email account.

Before we begin please ensure:

- Device is connected to a Wi-Fi network
- You know your St Brigid's email address and password
- You have an iTunes account

In this example we will run through the process of install Microsoft Word, if you wish to install another product of the Office Suite such as Excel, PowerPoint, Outlook, or OneNote the process is the same. Furthermore, the process of installing these apps is the same as installing other apps onto the iOS device.

1. Open the App Store and search for "Word"
2. Look for "Microsoft Word" by "Microsoft Corporation"
3. Tap "Get", you may be prompted to sign in to your iTunes account
4. After signing in, tap the cloud icon with an arrow pointing down. This will download and install Word to your device.



5. Once downloaded open Word. You will be greeted with some information about Office
6. 365. Swipe through these instructions until you reach the last page where you will have some options in regards to your account. Select "Sign In"
7. On the next page it asks for an email address, please enter your St Brigid's email address and then click "Next"
8. On the next screen about your account type select "Work Account"
9. This will bring you to another sign in page, enter your St Brigid's password and tap "Sign In"

That's it! Word will now be installed and activated on your iOS device