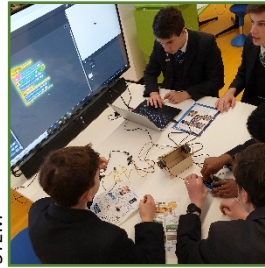


St. Patrick's College Ballarat

iPad Handbook



STEM



Real-world problem-solving



Digital technologies



Knowledge construction



ICT skills



Collaboration



Skilled communication

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1. Introduction

In line with the College's vision from the 2015 - 2018 Strategic Plan - '*Raising fine boys to the status of great men*', the vision for eLearning is:

To provide technology-enriched learning opportunities that enable students to achieve high quality learning outcomes, preparing them for further education, training and to live and work in a digital world.

St Patrick's College aims to improve each boy's ability to thrive and think critically in an information rich world. This requires that technology be seamlessly accessible and integrated throughout the curriculum. Our learning programmes are constantly being reviewed and refined to meet the opportunities that new technologies will provide for your son.

Our eLearning vision will be fulfilled through the explicit use of digital pedagogy. Digital pedagogy is a way of working and learning with ICT to facilitate quality learning experiences for 21st century digital learners. It is defined as the convergence of ICT tools, technical skills, pedagogical practices and understanding of curriculum design appropriate for digital learners. Used effectively, the appropriate and relevant choice of digital pedagogy:

- Supports, enhances, enables and transforms learning and teaching to provide diverse and flexible learning opportunities for a digital generation;
- Provides the tool for engaging students in actively constructing and applying rich learning in purposeful and meaningful ways;
- Enhances opportunities for authentic, contextualised assessment that supports learning in a digital context; and
- Requires teachers to understand how teaching practices that are already commonly used in the classroom can be redesigned to incorporate digital tools and technologies to enhance and extend the learning experience for students.

In 2020, St Patrick's will have a 1:1 iPad program for all students in Years 8 and 9 to enhance teaching and learning in the Senior School. Students at the college also share specialist and general-purpose desktop computers in a lab or pod configuration and have access to other technology.

1.1 Why the iPad?

The iPad provides access to "anywhere, anytime" learning. It allows students to access the internet, email, and a large number of learning tools and resources whilst being mobile. The range of tools and Apps mean that students can create displays and presentations including movies, podcasts, comic strips animations and much more. They can also be used to take notes, plan or brainstorm, problem solve, collaborate, share, word process and expand on their learning and passions.

The iPad is compact, lightweight, and its battery life should last the entire school day without charging under normal conditions. It is a simple, reliable and instantaneous device that engages the user, enhancing and supporting both learning and creativity.

2. Using the iPad

2.1 Apple ID

It is recommended all students have their own Apple ID. An Apple ID is a username you can use for everything you do with Apple:

- backup to iCloud
- log into iCloud to access files from the iPad
- download free apps
- purchase apps in the iTunes Store
- manage apps on the iPad
- access Apple support and more

An Apple ID can be created without needing to add a credit card. Parents are strongly encouraged to complete or oversee this process themselves to ensure that they have main control over the iPad.

2.2 iTunes

Students are able to sign-up to an iTunes account. They may create or use their own Apple ID account if they are 13 years or older. For students younger than 13 they can use an iTunes account managed by a parent. The College recommends that **you do not leave a credit card connected to the iTunes account.**

It is recommended that when you wish to purchase through the iTunes store that you use an iTunes gift card. You can often purchase iTunes gift cards at a discount if you follow the supermarket sales cycles. Alternatively, you add a credit card to the iTunes account **temporarily** and **remove it** once the transaction is completed.

2.3 Connecting and Syncing

Students can connect their iPad to a home computer (PC or Mac) using the iPad USB cable. This will enable them to be able to connect and sync their iPad to the iTunes software application which must be installed on your computer. When in iTunes, they can select to make a full backup of the iPad on the computer each time they connect the iPad to the computer. They will be able to manage their iPad using iTunes, access files from their apps and add any new apps as required.

2.4 iCloud

Each student will use their Apple ID to sign in to an iCloud account. iCloud allows you to back up the iPad to the cloud. Many apps are built to work with iCloud and data will be backed up seamlessly while connected to Wi-Fi. iCloud also activates the 'Find my iPhone' app. If you misplace your iPad the 'Find My iPhone' app will let you use another iOS device or PC to find it and protect your data. Simply install this free app on another iOS device, open it and sign in with your Apple ID. Or login into iCloud on a computer (<https://www.icloud.com/>) and sign in with your Apple ID. Find my iPhone can help you locate your missing iPad on a map, play a sound, display a message, remotely lock your device, or erase all the data on it.

2.5 Backing-Up

It is critical that data on the iPads is backed up to guard against accidental loss of data. **It is the student's responsibility to ensure their iPad is backed up.** To back up to iCloud students will need their own Apple ID.

- iPads should be set to automatically back up to iCloud. Alternatively, it is possible to manually back up to their home computer through iTunes;
- Please note, in the case of restoring an iPad, using the USB cable connected to the iTunes backup on the home computer will be much quicker than restoring from iCloud.

2.6 Wi-Fi and the iPad

Whilst at school, students will have access to the College internet via a wireless connection. Students are expected to abide by the College's *Responsible ICT Usage* Guidelines (appendix A). when accessing the network and internet from the iPad.

At home, students will be able to connect their iPad to their home Wi-Fi connection. Parents are strongly encouraged to manage their son's use of the iPad use at home. (e.g. keeping the iPad with you after an agreed time each evening and throughout the night). Reviewing the students iPad from time to time and discussing their screen time is also recommended.

2.7 Apps (Applications) for iPads

St Patrick's will be using Mobile Device Management (MDM) software to help manage the iPads. The MDM enables the College, through the installation of profiles on the iPads, to manage the distribution of apps, school Wi-Fi connection, some functionality of the device (such as when the camera is enabled and disabled) and other settings which affect the way the iPad operates.

Students are not to remove the MDM profile (Intune – Company Portal) from their iPad. Removal of the profile will be regarded as improper use and will be dealt with accordingly.

When students enrol their iPad into the MDM a number of Apps required for use in the classroom will automatically install onto the iPad. Students will also be required to install a number of other free apps onto their iPads for use in the classroom. To purchase paid apps, the College strongly recommends the use of an iTunes Gift Card. In the adding and use of apps students need to adhere to the *Responsible ICT Usage* Guidelines (appendix A).

2.8 What parents can do to support their son's use of the iPad

- Maintain an open, honest dialogue with their son about online activities both academic and social; Discuss things such as standards, values, expectations and consequences both for themselves and others;
- Parents can access their son's iPad at any time to view use of the iPad and any Apps installed;
- Raise any concerns about your son's use of the iPad with the College to discuss appropriate strategies and solutions;
- Become familiar with current technologies used by their son;
- Take an interest in their son's online life;
- Assist to protect personal information;
- It is recommended by cyber safety experts that devices connected to the internet be used in a family common room where parents can keep tabs on online activity;
- Total screen time of the iPad should be negotiated between parents and son and monitored;
- Ensure that no inappropriate material is loaded onto the iPad and brought to school;
- School related use of the iPad should be kept within the suggested homework time i.e.

Year 8:	1 - 1.5 hours per night (5 nights per week)	1 - 1.5 hours per weekend
Year 9:	1.5 - 2 hours per night (5 nights per week)	1.5 - 2 hours per weekend

3. Caring for the iPad

3.1 General Care

- Avoid leaving the iPad in extreme weather conditions (heat above 35 degrees Celsius or below 0 Celsius) for extended periods of time;
- Avoid water or extremely humid conditions;
- Do not attempt to dry iPads with an external heat source such as a hairdryer or hand dryer;
- Avoid putting anything into port connections apart from intended peripherals;
- At all times keep the iPad inside the College approved protective cover and inside the College approved neoprene sleeve when not in use;
- Avoid using the iPad outdoors;
- Avoid using or leaving the iPad in inappropriate environments. E.G., the beach, swimming pools, trampolines, in the vicinity of pets (dogs, cats horses etc.), the snow;
- Do not use the iPad while walking or running;
- Always have the iPad inside its protective cover and neoprene sleeve when travelling;
- Be careful where the iPad is placed in the school backpack to minimise the risk of damage;
- Take care where the school backpack is placed during transport to minimise possible damage to the iPad.

3.2 Screen

It is recommended that all iPads should have a protective screen cover fitted. The screens are somewhat robust but can be damaged. Here are some ways to protect your iPad screen:

- Avoid knocking or dropping on hard surfaces;
- Always keep the iPad in the College approved protective cover;
- Clean often with a soft, slightly damp, lint-free cloth so long-term smudges don't affect the coating;
- Don't use window cleaners, glass cleaners, aerosol sprays, abrasives, or alcohol;
- Optional: use alcohol antibacterial wipes.

3.3 Batteries

iPad batteries are rechargeable, but they will eventually wear out. They will last longer if you follow a few simple tips:

- Update to latest iPad software (iOS). Apple will sometimes make adjustments to software which helps reduce drain on resources and battery life;
- Go through one charge cycle per month. To do this fully, charge the iPad then completely run it out before recharging;
- Make sure you are using the iPad appropriate 10/12 watt wall plug (the iPhone, 5-watt wall plug can look identical but should not be used to charge the iPad).

3.4 Security

Students must ensure the safety of their iPad at all times. They must:

- Not leave their school bags unattended when they are transporting the iPad to and from the College;
- When not in use at school, always secure their iPad, locked in a locker;
- Leave their iPad secured in their locker whilst off-campus (school excursions, Phys Ed classes, instrument sessions, sports activities, etc);
- Not swap their iPad with another student or any other person;
- Not leave their iPad unattended;
- Not leave their iPad in a motor vehicle; and
- Not use their iPad in an unsafe or dangerous manner.

Should the iPad be stolen as a result of or failure of any of the above, it will be the responsibility of the parent/guardian to pay for a replacement in accordance with clause 6 of this Agreement.

3.5 Support with iPad issues

If students have an issue with their iPad whilst at school, they will need to seek technical support from the ICT Hub

4. Digital Safety and Citizenship

A good citizen is someone who upholds and respects the laws of their country, but also acts in an appropriate way. Good citizens respect moral and ethical guidelines and behaviours. They show care and concern for themselves, their neighbours and other members of their communities. A good citizen respects other people's property, and expects others to do the same for them.

A good digital citizen applies the same rules to the cyber-world. A good digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and property. In return, they expect the same respect to be shown to them. There are three key parts to digital citizenship - looking after yourself, other people and property.

4.1 Looking after yourself

- Choosing online names that are suitable and respectful;
- Only inviting people you actually know in the real world to be your friends in the online world;
- Only visiting sites that are appropriate and respect the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the website to your parents or grandparents then it is inappropriate;
- Setting your privacy settings so that only the people you know can see you and your personal information;
- Using passwords that are hard to guess and keep these secret;
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly;
- Always reporting anything that happens online that makes you feel uncomfortable or unhappy;
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

4.2 Looking after others

- Show you care by not sending hurtful or inflammatory messages to other people;
- Show you care by not sending inappropriate messages, videos or images or links to other people that contain obscene, disgusting or adult language or themes;
- By not getting involved in conversations that are unkind, mean or bullying;
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate;
- Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult;
- Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.
- If someone tells you to stop sending them messages, you must comply with their request.

4.3 Looking after property

- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online;
- By not sharing the music, movies, games and other software that you own with other people;
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents; and
- By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalising them, and reporting any damage that you find.

5. Digital Safety and Citizenship

Abuse online can take various forms including but not limited to cyberbullying, illegal and harmful content and image-based abuse. If students are subject to this form of online behavior they need to be aware of what they can do.

- Tell someone you trust – a parent, teacher, year level coordinator or other adult;
- Avoid responding to the online behaviour; leave the site or conversation;
- Collect evidence – do not delete any offending material or take screen shots of any offending material;
- Block the contact or remove them from your list;
- Check that your profile settings are private; and
- Avoid opening messages from people you don't know.
- Review the protocols and procedures on the eSafety Commissioner website.

Students and parents are encouraged to be aware of the content covered on the eSafety Commissioner website concerning safety online. The website can be accessed via <https://esafety.gov.au/>

Online content for further information:

- <http://www.staysmartonline.gov.au>
- <https://www.esafety.gov.au/parents>
- <https://twitter.com/esafetyoffice>
- <https://www.facebook.com/eSafetyOffice>

6 – Fault, Damage or Loss

6.1 Parent owned iPad

Students who bring their own iPad for use at St Patrick's College, at school or during a school related activity, do so **at their own risk**. Students should not bring peripheral equipment, including power chargers and cables to school with their iPad. Students who bring peripheral equipment for use at St Patrick's College, at school or during a school related activity, do so **at their own risk**.

For the removal of any doubt, and to the fullest extent permitted by law, the College **will not** be responsible for any loss, theft or damage to:

- (a) the device;
- (b) data stored on the device;
- (c) peripheral equipment.

Parents and students should consider:

- whether their device requires insurance; and
- whether specific accidental loss and breakage insurance is appropriate for the device.

In circumstances where an iPad is damaged by another student ("the other student"), the Deputy Headmaster - Wellbeing will, having regard to all the circumstances of the matter and in his/her absolute discretion, determine whether the other student is responsible for the damage to the iPad and whether costs incurred in the repair of the iPad should be borne by the other student.

6.2 College Supplied Loan iPad

It is imperative for any damage to your iPad be attended to as a matter of priority, especially the screens to prevent further damage to the iPad or potential harm to the student using them. Please visit the ICT Hub for a damage report form.

If the iPad was purchased through CompNow (the College's preferred iPad provider), you will need to arrange for the iPad to be sent to CompNow to be assessed. Apple will replace the iPad at a cost of approximately \$430 and this will not void any Apple Warranty. If you took out AppleCare Insurance at the time of purchase, the replacement cost will be significantly lower (Less than \$100). All correspondence and transactions will be between CompNow and you as the parent and owner of the iPad.

Alternatively, parents will be required to take the iPad to a local third-party repairer to get repaired. Please be aware that this may void the Apple Warranty unless they are an Apple authorised repairer. A third-party repairer will be able to assist you with damaged screen and other faults including the battery, charging port, home switch, camera or headphone jack.

While your iPad is being repaired, a College loan iPad will be supplied to the student (subject to availability) for no more than two weeks. **Any damage caused to the loan iPad during this time will be the responsibility of the parents.**

7 – Liability

The College will not be liable for any loss or damage to the iPad as a result of malicious or negligent use of the iPad or the wilful disregard of the procedures outlined in any area of this document.

8 – Agreement Update

This Agreement will be updated as necessary. All attempts will be made to adhere to the above mentioned Agreement, but particular circumstances (not limited to, but including technological advancements) may require the College to review and depart from the stated Agreement.

This agreement and any update to the agreement can be viewed on the College web site (<http://www.stpats.vic.edu.au/en/students-parents-staff/curriculum/ipads-and-notebooks/>) and to the parent iPad support website <http://ipads.stpats.vic.edu.au> and to the information tab in the iPad App4 app.

Appendix A - Responsible ICT Usage

St Patrick's College is committed to the provision of high quality, relevant educational experiences for all its users. Due to the dynamic and interactive nature of information communication technologies (ICT), usage rules are required to ensure ICT equipment and online services are accessed appropriately. When accessing College ICT equipment, whether at school, home or elsewhere, and when using their own ICT Devices at school, students agree to follow all guidelines as stated below. The term 'ICT Equipment' refers to Desktop Computers, Laptops, iPads, iPods, Tablets, Mobile Phones and similar devices.

1. I will always use ICT equipment in an appropriate, ethical, legal and responsible manner and only as directed by a staff member. I will not intentionally create, access, search for, upload, execute, print or send inappropriate, offensive, violent, pornographic, subversive or dangerous material at any time from any ICT equipment in the College.
2. I will not install applications that would be deemed inappropriate or offensive or have a rating unsuitable for my age group. This includes, but is not limited to applications that contain: cartoon/fantasy violence, realistic violence, mature/suggestive themes, horror/fear themes or profanity.
3. I will respect the school security systems (including antivirus, web filtering and monitoring) and not attempt to bypass them, hack, deliberately cause disruption to the College network to or gain unauthorised access. This includes but not limited to using a VPN (Virtual Private Network).
4. I will only access the Internet through the College WiFi system. I will not hotspot or tether my ICT Device to another device whilst at school.
5. I will not make deliberate attempts to destroy data by hacking or spreading viruses. I will not install or use software which is not licensed or approved by the College.
6. I will not use the College computers or ICT devices for transferring or downloading games, files, programs or music other than those approved by the College. In addition, users may not introduce games, files, or any banned programs to the College system via any external device or by email.
7. I will not jail break my ICT device. This means I will not remove restrictions imposed by the manufacturer or operator.
8. I will not hide files or applications inside folders. Files their location and use of my device will be completely transparent at all times.
9. I will treat all College ICT resources with respect and not intentionally interfere with them in any way.
10. I will have nothing to do with any ICT material, email, communication, or activity which might cause hurt to others or myself (including but not limited to bullying, embarrassing, abusing, making false or inaccurate statements, or harassing).
11. I will not use my ICT Device to take photographs, recordings and videos of other students or staff without their express prior permission or knowledge. I will not use or distribute any such images for any purpose, in soft or hard copy.
12. I will only use the College email system using the College domain for all school related correspondence.
13. I will be careful about giving out any personal information (including photos) online about myself *or any other person*.
14. I will acknowledge the author or publisher of information from the Internet and other digital sources and will not claim the work as my own (plagiarism). Users shall observe all copyright laws when using material from the Internet, including those relating to computer software and format shifting.
15. I will not attempt to contact friends or teachers through social networking sites. I will not comment on anyone in a derogatory way online.
16. When emailing teachers directly I recognise that teachers will only respond in a timeframe that is reasonable and usually during working hours.

Appendix B - Classroom ICT Device Protocols

These protocols are to be followed in conjunction with the St Patrick's Responsible ICT Usage Guidelines in the Student Diary. The term 'ICT Device' refers to iPads, iPods, Tablets, Laptops, Mobile Phones and similar devices.

Protocol 1: Classroom Use

- At the start and end of class, your ICT Device will be stored inside the sleeve/bag.
- Only use your ICT Device to access applications and websites when instructed to do so by a teacher.
- Your ICT Device is not to be used for music or video unless your teacher directs you to as a part of a lesson.
- Do not use your ICT Device to deliberately disrupt the learning in the classroom.
- The audio on your device is to be left on mute. Headphones are to be used when audio is required.
- Only use your ICT Device for school related purposes. You are not to access any personal content or websites during class time.
- Ensure that all programs open on your ICT Device are closed at the end of each lesson. This will help with battery life and it minimise distractions to keep you focussed on classroom tasks.
- When a teacher instructs, close the ICT Device cover or lid immediately.

Protocol 2: Personal Use

- Your device can be used for personal content, but this should not be accessed in class. Only use your ICT Device for school related purposes, during class and study sessions.
- 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 document.

Protocol 3: Security of ICT Device / Account

- Use a complex passcode/password to protect against unauthorised use by others.
- 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 username and password.
- Do not install unauthorised software which may compromise security

Protocol 2: Charging my ICT Device

- Ensure your ICT Device is charged overnight for the next school day.
- Ensure you have enough battery life in your ICT Device to last the entire school day.

Protocol 3: Looking after my device

- Your ICT Device is to be secured in the College approved protective sleeve/bag
- If the sleeve/bag becomes damaged or you lose it, then it is your responsibility to replace it by buying a new one from the College Shop.
- The protective cover, 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.
- When travelling to and from school and between classes, your ICT Device will always be inside the sleeve/bag provided. This also includes before school, recess, lunchtime or afterschool.

Appendix C - Glossary

Appropriate Behaviour

Acting in a way that is understanding and respectful of College ICT expectations and guidelines as documented.

Authorised

Have permission or approval.

Back up

Make a copy of your files from which a restore could be made if the original files are lost.

Black List

A list that contains the names of apps and software that are not to be installed on a school device.

Breach

Breaking or failing to observe a rule or code of conduct.

College domain email

The St. Patrick's College domain is @stpats.vic.edu.au

Compliant

To agree with or obey rules.

Derogatory

Unkind, disparaging, belittling, offensive or disrespectful comment.

Devices

Is inclusive of but not limited to PCs, laptops, tablets storage equipment (e.g. USB or memory sticks), CDs, DVDs, multimedia players (e.g. iPods), cameras, mobile phones, gaming consoles, and any other technologies that perform similar functions.

Ethical

Being in accordance with the rules or standards for right conduct or practice.

Format shifting

The conversion of media files from one format into another. E.g., converting an Adobe PDF file into a Microsoft Word document file.

Hacking

In the computer security context, a hacker is someone who seeks and exploits weaknesses in a computer system or computer network.

ICT

Is inclusive of the school's network cabling and all data and **devices** (outlined in definition above) attached to the network or stand alone. ICT also includes personal or non-school **devices** used on school premises.

Inappropriate

Refers to any malicious software, illegal material, or communication involving sex, racism, cruelty, or violence transmitted or stored which may have a negative effect on others or is incompatible with the school values.

Jail Break

This is the process of removing the limitations imposed by the manufacturer or operator.

Login/Login Account

A means of accessing the school's network using a College allocated username and password.

Personal Information

Is information including but not limited to name, address, email address, phone numbers, and photos.

Plagiarise

Making someone else's work or ideas and passing them off as your own.

Mute

Deaden or muffle the sound of the device.

Malware

Malware is an umbrella term used to refer to a variety of forms of hostile or intrusive software, including computer viruses, worms, trojan horses, ransomware, spyware, adware, scareware, and other malicious programs. It can take the form of executable code, scripts, active content, and other software.

Operating System

Is system software that manages computer hardware and software resources and provides common services for computer programs.

SSID

A connection to a wireless network

School Security Systems

Systems implemented to protect the school's ICT and users from viruses, (e.g. Firewall, Antivirus).

Social networking

An online service platform that facilitates the building of social networks or relations. E.g., Facebook, Twitter, Google+, Snapchat and others.

Spyware

Software that enables a user to obtain covert information about another's computer activities by transmitting data covertly from their hard drive.

Subversive

Disruptive, troublemaking, inflammatory.

Tether

Use (a smartphone) in order to connect a computer or other device to the Internet.

Trojan

Malicious computer program which misrepresents itself to appear useful, routine, or interesting in order to persuade a victim to install it.

Virus

A computer virus is a malware program that, when executed, replicates by inserting copies of itself (possibly modified) into other computer programs, data files, or the boot sector of the hard drive.

VPN

Virtual Private Network

Worm

A computer worm is a standalone malware computer program that replicates itself in order to spread to other computers. Often, it uses a computer network to spread itself, relying on security failures on the target computer to access it. Unlike a computer virus, it does not need to attach itself to an existing program.