Overview of 1:1 Device Program

The purpose of this document is to outline the purpose and expectations of the One to One (1:1) Device program in years Five (5) and Six (6) at St Joseph's Kangaroo Point. The current 1:1 program aims to provide students with personal portable devices to enhance opportunities for learning in a range of learning contexts. In Year 5, students will begin their lease of a Windows Surface Pro 3 Tablet Device (Surface) from the School for their personal use for their remaining time of schooling at St Joseph's Kangaroo Point. The device is purchased jointly by the school and the family and is fully maintained by our IT Support Staff.

As part of the 1:1 device program, each student has access to a device to use at school and at home, that complements the quality teaching and learning already happening within the school and home contexts. Students are ultimately responsible for this device and will be subject to the system wide appropriate use of ICLT policy. The 1:1 Program is a partnership between the school and home contexts and should be treated in this way.

Vision for 1:1 Device Program

St Joseph's Primary School Kangaroo Point is a school community that is always striving to serve the needs of students in authentic ways. One of the School's key Learning and Teaching principles is to utilise innovative pedagogical practices that effectively integrate technology. The 1:1 device program gives practical expression to this principle.

The 1:1 device program links directly to our school's vision 'Together in God's love we, Learn, Grow, Thrive as well as our motto 'Living and Learning.' The key aim for integration of technology in our learning spaces is to ensure that all students have the opportunity to become competent, critical and creative users of a range of digital tools that assist them with lifelong learning.

St Joseph's strongly believes that the integration of technologies provides students with the opportunity to engage in rich learning possibilities that extend students' interaction with local and global communities. The integration of technology also deepens the collaborative nature of learning, providing quality opportunities for parents to engage with teachers, learning programs and their child's progress.

Technology and Learning: An Educational and Catholic Imperative

"As a Catholic Christian community we educate all to live the Gospel of Jesus Christ as successful, creative and confident, active and informed learners empowered to shape and enrich our world."

(BCE Learning and Teaching Framework 2012)

The Australian Curriculum reflects the Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008) that young people are entitled to develop the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

The Australian Curriculum describes specific knowledge, understanding and skills about technology and its use in ways that are interactive, multimodal and provide flexibility across contexts and audiences. Ways to use, share, develop and communicate with ICT are named within the content of individual Learning Areas of the curriculum and the use of ICT is integrated across all Learning Areas through the ICT General Capability.

Catholic Education is called to meet the challenges of learning in an ever changing digital age. Expressed in the words of Pope Francis,

"The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God".

(Pope Francis 2014)

Living and Learning are not two separate endeavours that students engage with in isolation. Technologies and their uses are pervasive across all areas of our society and modern living. In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

Expectations, Roles and Responsibilities for the 1:1 Device Program

These guidelines detail the expectations St Joseph's Primary School has relating to computer hardware provided to students under the 1:1 device scheme.   As previously stated, the 1:1 Program is a partnership between the school and home contexts and should be treated in this way. It is a reasonable expectation that all directions given by teachers at school regarding the use of 1:1 devices will be followed by students. Likewise, it is a reasonable expectation that all directions given by parents at home will be followed regarding the use of 1:1 devices.

THE ROLE OF THE SCHOOL
The school provides **leadership** (vision, planning and management) to ensure that the 1:1 Device Program is driven by an educational imperative, focusing on successful **learning** outcomes and supporting the school's vision for learning. School leadership engages with teachers to create contemporary learning environments that allow all students to learn. This will include engaging teachers in continuous learning to enhance their **professional practice**.   As with all aspects of learning, the school values **parent and community engagement** and the important role this plays in achieving successful outcomes. The school plans for and manages the **technical environment and functional aspects** including security, to ensure the program's success.

THE ROLE OF THE STUDENT
Students understand that the primary purpose of the 1:1 Device Program is to support their learning. Students use technology in their learning to investigate, collaborate and communicate in a safe and responsible way that reflects good digital citizenship. It is an expectation that each device is brought to school every day with full charge and that important documents such as assignments are backed up.

Student responsibilities and actions in relation to the 1:1 Device Program include:

Educational Purpose
Being active participants in their learning and using their device for educational purposes. This extends to the use of the school network, including the Internet and all associated infrastructure as well as ensuring that non educational software (where permitted) or data, does not inhibit the use of the device as a learning tool.

Using Technology Safely and Responsibly
Complying with all elements of the school's Acceptable Use of Computer and Internet Resources policy and the School's Behaviour policy to ensure the safe and responsible use of technology including:
- Applying personal safety practices by keeping personal information private and securing digital information;
- Reporting unsafe behaviours to the school;

- Using technology ethically (e.g. not accessing or sending content to bully or defame others or that is illegal, dangerous or offensive);
- Engaging in appropriate practices to recognise the intellectual property (including copyright) of themselves and others. This extends to only installing/storing appropriately licensed software (and material e.g. downloads) on the device.

Device Management & Security
- Complying with all elements of the system's *Acceptable Use of Computer and Internet Resources Policy.*
- Bringing the device to school each day ready for learning:
  - Fully charged and operational. *Students seek support to resolve technical problems according to school procedures;*
  - Clean and clearly labelled with authorised identification.
- Keeping the device safe and secure at all times, including:
  - Following school and classroom rules for the use, transport and storage of devices;
  - Always transporting the device in the designated protective casing, and placing it in school bags whilst travelling to and from school;
  - Reporting to the school instances of loss, damage or theft of the device as soon as possible (police report may be required).
- Managing the device in alignment with school behaviour policy, including:
  - Maintaining the network setting required to connect to the school network without alteration, unless directed to do so by the school;
- Backing up data and updating software as recommended/directed by the school.

THE ROLE OF PARENTS/CAREGIVERS
Parents/Caregivers are the first educators of their children and have a vital role to play in their child's learning. Working in partnership with the school will help to ensure the success of the 1:1 Device Program. Parents have an important role in the co-education of their child about issues related to the care of technology and its safe and responsible use. Parents/Caregivers support the school by maintaining an active interest in their child's learning, monitoring appropriate use of technology outside of the school environment; including understanding how technology is being used to support learning in the classroom and at home, as well as meeting financial obligations associated with the program.

Parent/Caregiver Responsibilities and Actions:
Responsibilities and actions for parents in relation to the 1:1 Device Program include:
1. Maintaining an active interest in your child's education by understanding how technology is being used to support learning.

2. Supporting the care and responsible use of technology by:
   - Working alongside the school to educate your child about safe and responsible use of technology.
   - Monitoring the use of the device outside of school including internet access.

- Supporting and reinforcing school policies and procedures including:
  - Acceptable Use of Computer and Internet Resources Policy;
  - School Behaviour Policy;
  - Operational procedures and responsibilities in relation to the 1:1 Device Program including ensuring safe and secure storage of the device;
  - Acknowledging the school's right to inspect the device.

3. Meeting financial obligations related to the 1:1 Device Program.

4. Ensuring the return/transfer of the device at the end of the program or in the event of the student leaving the school prior to their graduation.

Further Guidelines and Information

Students/parents may:
- Alter the desktop picture so long as the image displayed is deemed appropriate (by school staff) in a Catholic school.
- Add/remove applications and install applications provided they have the appropriate licence for the software.
- Download music and movies for academic and recreational reasons, provided copyright obligations are met.

Students/parents MUST NOT:
- Alter any password settings on the device or software e.g. email accounts - these are synchronized with the school servers and the computer and accounts will not work at school if passwords are altered away from the school network.
- Display, play or view any material placed on the computer at home that would be deemed inappropriate (by school/system staff) in a Catholic school.

Please note that changes made to the laptop computer may result in data loss.

St Joseph's accepts no liability for loss of data regardless of the cause. St Joseph's retains the right to withdraw or restrict access to computers at the school where students/parents have breached these conditions in alignment with the system acceptable use if ICT policy.

Please note, if a computer is lost or stolen a police report will be required for insurance purposes.

Your child will come home with:
1. a Surface device with a school bar code and student name attached via label.

2. a power pack and lead (charger) to be kept at home unless otherwise directed by a teacher. Both the Surface device and charger will have a student name labelled on to it.
3. A protective case specifically bought for the surface device. When in transport, the surface device must always be put into this case.

As part of the 1:1 device program, each student has access to a Surface device to use at school and at home, that complements the quality teaching and learning already happening within the school and home contexts. Students are ultimately responsible for this device and will be subject to the system wide appropriate use of ICLT policy. The 1:1 Program is a partnership between the school and home contexts and should be treated in this way.

ST JOSEPH'S KANGAROO POINT
1:1 Device Program Consent Form

This Consent Form must be signed by a parent/ caregiver and returned prior to students participating in the 1:1 Device program.

I confirm that I/we have read and understood the school's:

1. Acceptable Use of Computer and Internet Resources policy.
2. Behaviour policy.
3. 1:1 device program information booklet.

I, give permission for my child _____ to participate in this program. I understand all expectations of myself and my child as part of our involvement in this program and agree to meet them all..

Parent/caregiver Name: _____

Signature: _____   **Date:** _____

Any queries in relation to the above can be directed to my child's homeroom teacher.

Acceptable Use of Computer and Internet Resources

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

St Joseph's Kangaroo Point have established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned notebooks/computer that may be taken off the school grounds with permission from the school. **St Joseph's Kangaroo Point** has specific guidelines relating to the use of devices.

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all **St Joseph's Kangaroo Point** technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

<u>**Responsibilities of Users**</u>

Students must comply with the rules for accessing technology resources in this document.

Permitted use of technology resources

1. Students must only access **St Joseph's Kangaroo Point** technology resources for schoolwork. **Students must not:**
   - buy or sell items or services over the internet.
   - access or enter unauthorised chat rooms;
   - access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
   - amend documents created by another student without that student's consent;
   - download, install or use unauthorised computer programs;
   - deliberately install computer viruses or other malicious programs;
   - gain unauthorised access to any system by any means;
   - use technology resources to attack or compromise another system or network;
   - access or intercept emails sent to other persons.

Confidentiality and cybersafety

Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for

students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.

Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.

Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside **St Joseph's Kangaroo Point's** control to prevent such instances from occurring.

Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.

The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. **St Joseph's Kangaroo Point** may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

'Cloud' based tools and services may be used for data storage and learning opportunities. We are aware that these services may store data on servers located outside Australia.

Cyberbullying and defamation

Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

Security

Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.

Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.

Students must not use another person's name and password to access resources.

Students must report a suspected breach of security to a teacher.

Copyright

Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use **St Joseph's Kangaroo Point** technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this policy

A breach of this policy will be taken seriously and may result in disciplinary action.

Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.

Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Acceptable Use of Computer and Internet Resources Consent Form

This Acceptable Use of Computer and Internet Resource Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources. Parents/Legal Guardians are encouraged to review and discuss the contents of the *Acceptable Use of Computer and Internet Resources* policy with the student and answer any questions that they may have.   Any queries in relation to this material should be directed to pkangaroopt@bne.catholic.edu.au

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Computer and Internet Resources* policy and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Student Acceptance

 I agree to comply with all requirements as set out in the *Acceptable Use of Computer and Internet Resources* policy and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

NAME: _____   CLASS: _____   SIGNATURE: _____   DATE: _____

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for them to access the various information and communication technology resources, including email and the internet.

I understand that access is granted to students subject to the restrictions contained in the Acceptable Use of Computers and Internet Resources policy and that if breached, consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Computer and Internet Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public Internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.

(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Policy, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it.)

NAME: _____   SIGNATURE: _____   DATE: _____