

2 FEBRUARY 2016

Dear Parents,

Today your child is bringing home their Surface Pro 3 Tablet. Included with the Surface Pro Device package is the Surface Device, the Surface Pen and Surface Charger. The companion keyboard purchased by families has also been sent home with the device. Please note the levies for the hire of the Surface Device (and purchase of companion keyboard) are added to your school fees. Any inquiries around the cost of these levies should be forwarded to the school finance department.

Students have been inducted on how to log onto their devices with their Brisbane Catholic Education provided credentials and all tablets have been double checked to ensure they are in working order. All Surface Devices are expected to be brought to school daily unless notified otherwise. It is an expectation that Devices are charged at home ready for work the next day. Below is another outline of key information about our school's 1:1 Device program.

INSURANCE AND CARE

The Surface Device package is insured through the school and is covered warranty for any defects that may arise. If required, the school will facilitate all required replacements or repairs. If you have elected, your child's device will be sent home fitted with any purchased device protection. It is your child's responsibility to ensure the device is transported inside of its provided device sleeve at all times. If you would like to purchase extra protection for your surface tablet, order forms can be found at the school office. The **STM Dux Rugged Fitted Case** is recommended.

Any breakages of the Device Touchscreen or Pen due to misuse or carelessness will be required to be covered by families. Please note that if the Device is fitted with a protective casing, the risk of damage is significantly reduced.

APPLICATIONS AND SOFTWARE

The Surface Device is imaged with a Brisbane Catholic Education version of Windows 8. (Any updates to the version of operating system on the device in the future will be facilitated by the school). This image includes software applications that have been approved for use in schools. Any further software that is required for educational use will be downloaded at school. No student will be required to download software applications onto the Device at home. If Devices are found to have unapproved software installed on them, they will be reimaged without consultation; resulting in data loss.

If you believe your child requires specific software to assist them with their education please contact your homeroom teacher so we can discuss the matter further.

SECURITY AND APPROPRIATE USE

Included in the Device image is also a system approved Anti-Virus Program. Any issues with virus' or software faults on the Device will be managed by the school's IT Technicians. When in use at school, your child's actions and behaviours online are monitored by both system approved filtering systems and their classroom teachers. Outside of school time, this is the role of families. The use of the Surface Device is a partnership between the school and home (as stated in the 1:1 Program handbook). We again draw your attention to the fact that "*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.*"

Your child is aware that the use of the Surface Device is a privilege not a right. Any breach of the school's ACCEPTABLE USE OF ICT POLICY will be dealt with accordingly and the Device will be confiscated from your child as a consequence. As a partnership, the school will contact families to discuss an appropriate way forward.

PERSONAL DATA AND SETTINGS

The Surface Device is an educational tool. Students are not permitted to load personal data such as images and videos to the device unless approved for use in the classroom by the school. The storing of such content is better suited to family owned devices. It is also unreasonable for your child to expose other students and staff to content they have accessed without permission, that would be deemed inappropriate or explicit in a Brisbane Catholic Education school.

Personalisation settings such as Device background images and user settings are not to be changed from those already installed on the device. Devices that are found to have unapproved personal information stored on them will have the content removed without consultation; resulting in data loss.

DATA, STORAGE AND INTELLECTUAL PROPERTY

It is an obligation of the school to address Australian Curriculum Standards around the learning area of Technologies. Standards for Senior Primary can be found on the Australian Curriculum website. With this in mind, students are taught how to manage and maintain data (including but not limited to, their educational classroom files and assignments) on different storage mediums – locally and on networks.

Each student has been provided with an 8gb USB device and are also provisioned with both Microsoft and Google cloud storage accounts to assist them in backing up their data. Every effort is made in the classroom to make sure data is backed up. Families are reminded that data stored on school devices (and system cloud accounts) is subject to scrutiny and can be accessed by the school regardless of content and privacy settings.

Students are assisted to identify the legal obligations regarding the ownership and use of digital products and apply some referencing conventions appropriate to their year level. Use of resources and content repositories are governed by the Australian Copyright Act 1968 ('Copyright Act').

QUERIES, QUESTIONS AND RESOURCES

Please don't hesitate to contact your homeroom teacher if you have any queries or questions about the Surface Device. As expected, students are excited to have the privilege of using the device in the classroom and at home. Families are reminded that students will participate in an Internet safety & cyberbullying presentation facilitated by INESS on Monday 22 February from 1:30pm. It is recommended that parents attend. A parent question session will be provided from 2:30pm.

The Australian Government provides parent resources to assist families with education around digital literacy. These resources can be accessed through the QR Code or through the following link <https://esafety.gov.au/education-resources/parent-resources>.



Common Sense Education provides families with knowledgeable factsheets about digital literacy and citizenship. These resources can be accessed through the QR Code or through the following link <https://www.common sense media.org/educators/family-tip-sheets>.



Senior Primary Teachers

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