St Joseph's
Primary School
Kangaroo Point

Technology Policy

Purposeful Use Of Technology In Education – Philosophical Statement And Vision

21st century living requires an educational environment which provides opportunities for students to develop digital citizenship and capability. St Joseph's, Kangaroo Point combines a range of educational tools to build literate, engaged, creative, critical and productive students who can make a contribution to society. St Joseph's 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 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 and allow students to interact within local and global communities. To this end, technology and technological devices are tools which enable teachers to:

- Build opportunities to form attitudes about digital citizenship
- Build opportunities for communication and collaboration
- Build opportunities to gain information, diverse perspectives and resources beyond the classroom
- Build approaches to organisation
- Build opportunities for differentiation of learning, particularly students with specific needs
- Build engagement and love of learning

Technological devices will be used by teachers and students at the school to advance these purposes. Recognising that students are at different developmental stages, the educational emphasis and access to technological devices, will differ across age groups to reflect this.

- Prep – access to iPads at a ratio of 1:3
- Years 1 and 2 – access to iPads at a ratio of 1:2 along with a bank of laptop computers
- Years 3 and 4- access to iPads at a 1:1 ratio for school along with a bank of laptop computers
- Years 5 and 6 – access to Mac Laptops at a ratio of 1:1 for both school and home use
- Library – access to 30 iPads along with a bank of laptop devices for library lessons and specialist subjects. These can be borrowed by classes to assist with learning.

St Joseph's students will have opportunities to:
- Use online programs to assist and embed learning
- Produce assessment work using technology
- Collaborate with peers through ICT

Teachers will work with students to build their digital readiness by providing opportunities for digital citizenship and targeting foundational digital skills, including:

- Deconstructing digital dangers and making good digital decisions – the ethics of technology
- Word processing applications and keyboarding
- Office applications
- Internet searching
- Multi-media presentations
- Programming and coding
- Creating websites
- The ethics of social media
- Researching
- Sharing creations on nominated e-learning sites
- Producing, creating and publishing texts
- Collaborating with fellow students

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Traditional Literacies

While St Joseph's embraces the meaningful use of technology to support learning and engagement, we also understand the potential impact of overuse of technology on students' learning. Therefore, the school seeks to incrementally increase access to and emphasis on technology in order to prevent:

- Unhealthy and addictive attachments to technological devices which can limit social interactions
- Unrestrained impulsivity which can distract students from their learning, including the use of technology in classes for purposes other than education
- The adoption of passive learning dispositions which involve a resistance to traditional literacies

The St Joseph's learning vision involves creating opportunities for students to graduate from the school as literate citizens. This requires continued emphasis on the cultivation of opportunities for conventional literacy including the following:

- Reading
- Handwriting
- Grammar and punctuation
- Spelling
- Editing

These literacies are particularly important in the foundational years of the school.

Technology & 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)

The 2018 Gonski Report, further spoke of the need for schools to adapt given the context of profound changes in technology.

"New revolutionary technologies, including automation and artificial intelligence, are reshaping our economy and society, changing the way students will live, work and interact… Schooling in Australia needs to be responsive to these shifts."

(The Gonski Report, 2018)

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'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 & Responsibilities for the St Joseph's Device Program

These guidelines detail the expectations St Joseph's Primary School has, relating to computer hardware provided to students under the technology scheme.

In Senior Primary, 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. Students in Senior Primary are expected to take their laptop home each night. With explicit written parent permission, they may take it home over the terms 1, 2 and 3 breaks under the direct supervision of their caregivers and in accordance with the school's policy for appropriate use.

In Years 3 and 4, access to technology will include a bank of iPads at a ratio of 1:1 along with a small bank of laptop computers. The expectations of the school is that these devices will predominantly remain at school under the direction of the classroom teacher. In special circumstances (and with the agreement of the parent) the iPad may be sent home in order to complete work. As students mature towards the end of year 4, students may be encouraged to take their iPads home in preparation for Senior Primary. This decision will be at the discretion of the teacher. At no stage in Years 3 and 4, will devices be sent home over the school holiday period.

In Prep to 2, access to technology will be at a minimum ratio of 1:3 for iPads, along with a small bank of laptop computers. These devices will remain at school under the direction of the classroom teacher. At no stage, will students in Prep to Year 2, be taking devices home for completion of work.

The Role of the School

The school provides **leadership** (vision, planning and management) to ensure that the 1:1 Device Program in Senior Primary 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. School staff reserve the right to inspect all devices at any time, for evidence of inappropriate usage.

The Role of the Student

Students in Senior Primary 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.

In Prep to Year 4, students also use technology as a tool to investigate, collaborate and communicate in a safe and responsible way that reflects age appropriate digital leadership. It is an expectation that students in these grades remain on task and that each device is respected appropriately and maintained. All devices and accessories should remain charged in a good working condition. Student responsibilities and actions in relation to the St Joseph's Device Program include:

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- Being active participants in their learning and using their devices for educational purposes. This extends to the use of the school network, including the internet and all associated infrastructure. Students are not permitted to use their own personal Apple ID to download applications, music and movies (unless approved by a teacher and supervised by a parent), inclusive of the SMS facility.
- Complying with all elements of the schools acceptable use of computer and internet resources policy and the schools 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 which 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.
  - Maintaining devices so they are charged and ready for learning with no personal labels/stickers attached
  - Abiding by the schools ICT Acceptable use Policy signed at enrolment. Failure to abide by this user agreement could result in disciplinary action.
  - Abiding by the Student Device Contract (appendix 2) signed at the beginning of the year.

Failure of students to comply with the 'Use of Technology' expectations will result in age appropriate consequences that may include the following:

- Removal or banning of device for a period of time
- Time out for reflection
- Teacher conference with parents
- Disciplinary referral to the office
- Re-imbursement for damages to St Joseph's

The Role of the 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 St Joseph's 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 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. Parents and caregivers are expected to comply with the terms established in the Technology Policy. Part of this process will require them to sign the 'Student and Parent Acceptance of Guidelines at the commencement of their child's schooling in Years 3 – 6 where 1:1 devices are utilised. Responsibilities and actions for parents in relation to the 1:1 Device Program include:

- Maintaining an active interest in your child's education by understanding how technology is being used to support learning
- 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
  - Ensuring that the student Laptop in Senior Primary has adequate case protection at all times

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- o Replacing the protective covers for the device if they break at any time
- o Supporting and reinforcing the school's policies and acknowledging the school's right to inspect the device.
- Meeting financial obligations relating to levies and covering the cost of replacing any lost part or damages to the device caused by deliberate or neglectful actions
- In the case of Senior Primary, 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

Suggestions for Parent Management of Digital Devices

We advise parents to educate themselves regarding the successful management of their child's digital world. We fully recommend that you investigate the web for the following information to help protect your child and yourself by:

- Using Home Internet Filters

- Applying Parent Controls

- Backing up

- Turning on Safe Search on Google

  Helpful websites for research include:

- www.icybersafe.com – Living in a Connected World

- www.cybersmart.gov.au – The Easy Guide to Socialising Online

We recommend that parents do not limit their education to only the above suggestions. Please keep up to date with all aspects of your child's online journey.

Students and Parents in Senior Primary 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 license for the software and have been approved by school staff
- Download music and movies for academic purposes, provided copyright obligations are met, the content is deemed appropriate by school staff in a Catholic School and they are used appropriately.

These liberties do not extend to students in Prep to Year 4 as their devices will typically not be going home and acceptable use will be directed by the classroom teacher in accordance with the Policy

Students and 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.

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Senior Primary parents should note that if a computer is lost or stolen, a police report will be required for insurance purposes. Students in Senior Primary will be issued with the following:

1) A MacBook Air with a school barcode and student name attached via label.
2) A power pack charger to be kept at home unless otherwise directed by a teacher. The charger will also have a student name labelled on to it
3) A protective Lap Top bag specifically bought for the MacBook laptop device. When in transport, the laptop must always be placed into this bag.

Students in Senior Primary are ultimately responsible for their issued device and will be subject to the system wide appropriate use of ICLT policy. The 1:1 Program in Senior Primary is a partnership between the school and home contexts and should be treated this way. Students in our younger years are also responsible for the treatment of devices within the context of their classrooms. As such, they are also expected to comply with the system wide ICLT policy. As such, all students and parents from Years 3 will be expected to sign the 'Acceptable Use of Computer and Internet Resources Consent Form' at the beginning of each school year. Parents of Senior Primary students will also sign '1:1 Device Program Consent Form.' These forms can be accessed on the final pages of this Policy.

Use of School Wireless Network & Internet Access

- The use of the School Wireless Network and all associated infrastructure is available for educational use of student devices
- The internet is only to be accessed through the School Wireless Network while at school
- Students may access cloud based contemporary resources only under the supervision and guidance of St Joseph's staff. These resources may or may not use off-shore data storage.
- In the event of cloud based services using off-shore data storage, their compliance with the Brisbane Catholic Education Due Diligence Checklist (Appendix 2) has been checked and parent consent has been obtained by the signing of the Student and Parent Acceptance of Guidelines Form.

School Owned Device Program in Senior Primary
Parents & Students will provide and be responsible for: • The device is leased by the student and should only be used by that student   • The device must not be engraved in any way, as this would void the Apple warranty   • Devices must remain in the cases provided by the school. In the event that these cases are broken, parents will be responsible for the replacement of the case   • Some updates may be required to be performed at home due to time restrictions at school
St Joseph's School will provide and be responsible for: • Staff will have full administrator rights to the device and will be responsible for initial setup, ongoing updates (operating system, software), management of software, including restoring if required.   • Students will be trained to be competent users and maintainers of their device   • School will install required software   • In the event of a software malfunction the school will contact Apple or the supplier for assistance   • The School is responsible for the repair and restoring of the device, should this ever be required   • Random spot checks of devices will occur to ensure appropriate use.

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Appendix A

Parents & Students

Student Device Contract

Student and Parent Acceptance of Guidelines

Parent Device Hire Agreement and Consent Form for St Joseph's Catholic School

BCE Acceptable Use of Computer and Internet Resources Policy and Consent Form

Selected Apps in use at St Josephs, Kangaroo Point

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Student Device Contract

Below is a copy of the contract that will be signed by each child, each year in the ONE TO ONE program in Years 3 to 6.

Name: _____

Device Contract

I agree to the following guidelines while using my device

- I will only use my device at school with a teacher's permission.
- I will only use my device at home with my parents' permission.
- I will only use the apps a teacher asks me to use.
- I will only access school related photos and videos.
- I will be respectful in how I talk to and work with others online and never use ICT and/or social media to harass or bully another person even if it is meant as a joke.
- My school email account is to be used for school purposes ONLY.
- If I receive an email that is not for a school activity, I will not reply and I will tell my teacher.
- If I ever see something on my device that is inappropriate at school, I will tell my teacher immediately.
- If I ever see something on my device that is inappropriate at home, I will tell my parents immediately.
- I will look after my device responsibly and keep it protected at all times.

If I do not follow these guidelines, I agree that consequences will be put in place. Some consequences may include being unable to use email, being unable to use the device at home or at school for a certain amount of time.

Signed: _____ Date: _____

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Student & Parent Acceptance of Guidelines

I have read and understood the *St Joseph's Technology Policy* and I am aware of the school's initiatives to maintain a cyber-safe learning environment. I understand in signing this agreement I consent to my child's use of internet services as outlined in the St Joseph's Technology Policy.

Name of child: _____

Name of parent/caregiver/legal guardian: _____

Signature of child: _____Date _____

Signature of parent/caregiver/legal guardian_____ Date _____

Please note: This agreement will remain in force while your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.

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Parent Device Hire Agreement & Consent Form for St Joseph's School

The following is the hire and consent agreement for the use of Mac Book/iPad as your child's personal 1:1 device throughout Years 3 to 6 at St Joseph's Catholic School. Under this agreement, parents agree to pay inclusive of the Technology Levy **Yr 3 $230, Yr 4 $250 and Years 5 and 6 $450** per year. This fee will be included with the school's fees, commencing in January 2019 and charged on the Term 1 Fee Statement. Please be aware:

- Hire payments must be made through the school fees and will be listed as **ICT HIRE**.
- Payments must be up to date for the continued use of the device by your child.
- iPads are to remain at school during holiday periods.
- Students have use of the iPad and the supporting applications while they are enrolled at St Joseph's. The ownership of the IPADS and Mac Book Air Laptops remains the property of St Joseph's Primary School Kangaroo Point.
- Protective bags will be issued with each Mac Book Air. At all times the bags must be used to protect the lap top to and from school and when travelling between classroom.
- It is expected that the guidelines for care and use of the iPad as set out in the of St Joseph's Primary Technology Policy be followed at all times.

I confirm that I/we have read and understood the school's
1. Technology Policy
2. Acceptable Use of Computer and Internet Resources policy.

I acknowledge that as a parent/carer of a child participating in this program, I am financially responsible for any excess resulting from the cost of any breakages and or damages caused to the Mac Book Air or iPad Device, beyond acceptable wear and tear**.** I understand that the Mac Book Air or iPad Device should always be housed in an approved protective cover and failing to do so may result in damages to the device. I take full responsibility to ensure my child has a protective cover on their device at all times and will take responsibility to replace the cover if it breaks.

I, give permission for my child _____ to participate in this program and use the educational Apps provisioned for them by the school. 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:** _____

I_____ have read the above agreement and understand the conditions of the hire arrangement. I agree to the terms of the agreement as outlined above.

Signature: _____   **Date:** _____

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BCE Acceptable Use of Computer & Internet Resources Policy and 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

Responsibilities of Users

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

b) Students and Caregivers need to be aware that technology and its uses are changing rapidly and that, from time to time amendments may need to be made to the Acceptable Use Agreement. Amendments will be posted on the St Joseph's Primary School website

c) Students and Caregivers are required to maintain and update their computers in such a way that they remain compatible with St Joseph's Primary School IT systems. This includes regular updates of operating systems and other software, as well as ensuring computers have appropriate Wi-Fi and connectivity capabilities.

Permitted Use of Technology Resources

a) **Students must only access** St Joseph's Primary School technology resources for school work
b) **Students must not:**

buy or sell items or services over the internet;
access or enter 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 unauthorized 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

4.3. **Confidentiality and Cyber-Safety**

a) Students should be aware that material that they post on Internet sites is public

b) The content of public posts may have personal implications for students if, for example, potential employers access that material

c) 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

d) Students should not display personal information about themselves or others in a way that 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

e) Students should not distribute someone else's personal information without their permission

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f) Where disclosure of personal information is made through authorised avenues, users should be aware that invasions of privacy may sometimes occur and it is outside St Joseph's Primary Schools control to prevent such instances from occurring

g) Students should be aware that persons on the Internet might not be who they say they are

h) Students must not arrange to meet persons who they have met on the Internet

i) Students should be aware that the operation and maintenance of technology resources 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

j) Parents and students agree to allow St Joseph's Primary School staff access to inspect any device if there is reasonable cause

k) St Joseph's Primary School 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

l) *Parents and Caregivers agree to discuss the responsible and safe use of the internet and to take responsibility for monitoring and supervising student use of the internet*

Cyber-bullying and Defamation

a) Students must not use email or the Internet to say rude or unkind things about other people or send threatening, harassing or offensive messages

b) Improper use of technology resources could amount to defamation

Security and Back-Up

a) Students must allow virus checks on all attachments received by email and on all disks before opening

b) Students must ask for assistance if they are unsure as to how to perform a virus check

c) 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

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

f) Students must report a suspected breach of security to a teacher

g) Students must have their personal computers 'named' with the first and last name of the student

h) Students must have their personal login 'named' with the first and last name of the student.

i) Students must not void, remove or attempt to bypass any of the St Joseph's Primary Schools security or administrative systems and protocols e.g. by using proxy servers or personal hotspots

j) Students are not allowed to access the internet via personal wireless or cellular networks during class time

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Submission and Back-Up of St Joseph's Primary School Work

a) Students must maintain an unalterable, date stamped copy of all work submitted for assessment

b) Students must maintain a backup of all work on an external back up device. Assessable items need to be backed up regularly on an external device and on one of the cloud storage options provided by St Joseph's Primary School (MySite). Loss of work due to students failing to back up is not an excuse for non-submission of work

Copyright

a) Students must not use St Joseph's Primary School technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media that may be a breach of copyright or other intellectual property rights

Consequences following a breach of this policy

a) Students acknowledge that they will be responsible in the event of any breach of this policy

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

c) Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for a breach of School Behaviour policy

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

Damage

a) Students and parents / guardians may be financially liable for damage caused to St Joseph's Primary School resources

b) Any damage to devices provided by St Joseph's Primary School, either wilful or through neglect, may be subject to a 'insurance excess' payment of $250. This can only be claimed once per student per device

c) St Joseph's Primary School will provide reasonable security for all approved digital devices brought to the School.

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: _____

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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 give permission for my child to be provisioned with Apple Apps for educational purposes during their time at St Joseph's Kangaroo Point.

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 will discuss 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: _____

In School Management of Devices

Budget for the Purpose of iPad Apps

In 2019, each class will be given an overall budget for the purchase of additional Apps for class iPads throughout the year. The money will be funded by the P and F and the expenditure guide is as follows in each year level:

Prep to Year 2: $25 per student
Years 3 and 4: $50 per student
Senior Primary: $25 per student

This will be monitored by the Teacher Librarian. Should classroom teachers require more than this amount, it will be deducted from their overall class budgets.

The Role of the Teacher Librarian

The teacher Librarian will be involved in the pushing out of Apps once they have been approved. The person in this role will also keep a track of purchases against each year level to ensure that the purchases remain within budget. The Teacher Librarian will play a critical role in developing digital literacies within the school. Students will sign the Device Contract under the supervision and direction of the Teacher Librarian at the beginning of each school year. The Teacher Librarian, along with the Classroom teacher, will also be responsible for reporting any misuse of technology to parents in the first instance.

It is the classroom teacher's role to ensure the following:

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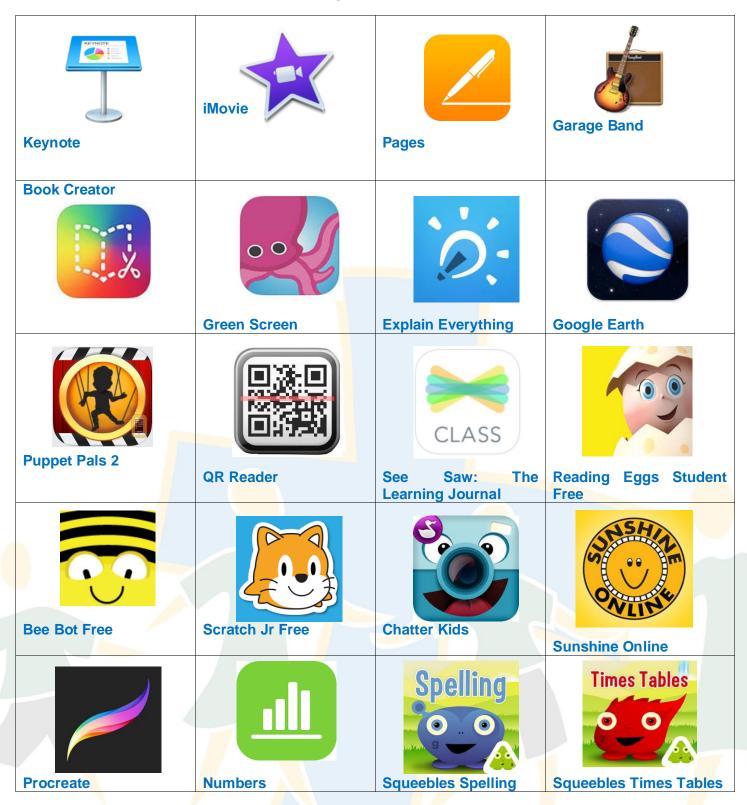**Primary School**
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- All Apps purchased are used to effect
- Request for Apps to be clearly communicated and approved by principal/PLL at the end of each term in preparation for the new term, where possible.
- All App requests to be logged on the school portal.
- Complete due diligence checklists (see Kweb) to ensure that all parents have completed the signed permission forms, in the accompanying appendix, privacy and storage when using specific apps

The Role of the Primary Learning Leader

The Principal/ PLL Will be responsible for the financial approval of all purchased Apps

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Selected Apps in Use at St Joseph's Kangaroo Point

Keynote	**iMovie**	**Pages**	**Garage Band**
Book Creator	**Green Screen**	**Explain Everything**	**Google Earth**
Puppet Pals 2	**QR Reader**	**See Saw: The Learning Journal**	**Reading Eggs Student Free**
Bee Bot Free	**Scratch Jr Free**	**Chatter Kids**	**Sunshine Online**
Procreate	**Numbers**	**Squeebles Spelling**	**Squeebles Times Tables**

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Appendix B

School Staff

School site licenses

Infringement of device parent letter

Applications parent permission letter

School Site Licenses

St Joseph's School accesses the following site licenses:

Math's Online – Years 1 - 6
Reading Eggs – Prep to Year 3
World Book – Whole School
Sunshine Online – Whole School

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