

# St DAMIEN'S CATHOLIC PRIMARY SCHOOL

## 1:1 PROGRAM

### Year 5/6 Family Owned & Year 4 School Owned / Parent Levied

## ACCEPTABLE USE POLICY - STUDENT

*This policy is directed primarily at the Individual Device Program, however, it makes up a component of the overall Information and Communication Technology Policy of St Damien's Catholic Primary School. In 2017 Year 4 students will be using the "School owned / parent levied model" and for all relevant circumstances students are expected to treat the iPad under the same conditions as if they owned the iPad.*

At St Damien's Catholic Primary School we are committed through the Individual Device Program to:

- prepare students to be safe, responsible and innovative digital citizens
- support teachers in the development of integrated lessons and units of work along with instant access to project-based learning environments
- promote anytime, anywhere learning

All members of the St Damien's Catholic Primary School community are required to follow the Acceptable Use Policy when using any technology which becomes linked to the school based network.

The individual device decided upon by the school is an academic learning tool. With a personal device, students have anytime, anywhere access to an array of programs and tools. Through the rollout program, parents are directed to be the administrator of their child's machine. Students can customise their device according to school requirements which are designed to foster student focus on the learning task. There are many positive opportunities available to students with access to a personal device. The school expects students to make responsible decisions and to use their device in a safe and respectful manner.

*Christ Shines*

## **1:1 Use**

The use of technology shall make up no more than 50% of a student's learning experiences on each school day. However, it may be less on certain days due to the requirements of the learning.

Students are expected to have a fully charged device at school each day. Students (in Year 5/6) with a device which runs out of battery life during the day may not be given a replacement and may be expected to complete tasks in a traditional way.

Any downloaded material from home which is deemed inappropriate to access at school (i.e. Age restrictions, violence, improper language or images) and is accessed at school will result in the same disciplinary measures or loss of technology privileges. (e.g. Games, Music, Videos)

In order to ensure the safety and privacy of students, any member of the St Damien's Catholic Primary School community who uses technology to degrade another student or the reputation of the school is subject to disciplinary action. Posting images / videos or information about other students of the school is also included in this regard.

Teachers or Administrative staff retain the right to inspect and detain a device if deemed necessary due to a breach of the Acceptable Use Policy or through a random check for school wide safety and security measures.

### **Substitution of Equipment.**

In the event that a student's device is inoperable, St Damien's Catholic Primary School has a limited number of 'pool' devices for use within each class while the device is being repaired or replaced. Students are required to sign these devices in and out of the library each day. This agreement remains in effect for the substitute. If more than one student requires access to the 'pool' then the time frame for use of the machines will be evenly distributed among those students. Students requiring use of a "pool" device may also receive a consequence (e.g. if an iPad is left at home)

### **Customisation of Equipment (Year 5/6).**

The student is permitted to customise their device to their own working styles (i.e. System Preferences). The student is permitted to install extra software (ie Apps) on their device, with their parent's permission, other than that required by the school so long as it is legally owned and installed as per a license agreement. Any downloads can only be completed at home unless directed by the classroom teacher. Students are permitted to place a clear protective skin on the screen of their device. Students may have a naming sticker on their device. No other stickers are to be placed on the device or device's case.

## **Adult Supervision of devices**

The classroom/ specialist teacher is responsible for full supervision of the students whilst in class and at school. Students are not to use their devices at recess and / or lunch unless under the direct supervision of a teacher. At home it is the parents' responsibility to monitor their own child's device and internet use. The school can not be held accountable for unsuitable sites that are accessed within the home, however, disciplinary action will be taken if any inappropriate sites and/or material is brought into the school. It is strongly recommended that students only use technology in a common, supervised area of their home (where parental supervision is nearby) and technology is never stored and charged in a child's bedroom. For further information and recommendations please visit: <https://esafety.gov.au/>

## **Email / Cloud Storage (GMail / Google Drive)**

Every student in Year 3-6 will be provided with a school email account and taught how to use responsibly. This account may be monitored by school staff and students are expected to only use the account for the purposes asked. Students will also be provided with a "Google Drive" online storage facility and this is to be used only in the manner provided. Students will be taught all skills and etiquette relevant to using these tools. All school work that uses these facilities will be considered incomplete if students delete or incorrectly modify work on these devices.

## **Cyber-bullying / Social Networks**

Students at St Damien's Catholic Primary School will be educated on being "Responsible Digital Citizens". This includes:

- \* Being aware of how to put information onto the Internet correctly (e.g. knowing what they should and should not write about other people)
- \* Being aware of how to respond to information on the Internet correctly (E.g. knowing what to do when they see information on the Internet they do not agree with)
- \* Protecting themselves against Internet Judgement errors (E.g. Illegal Downloads, responding to "One Millionth Visitor Prize" links etc)

However, students will, during their life, have experiences with the Internet that they may find confronting and / or regretful. In addition to the education that students receive at school it is also recommended:

- \* Students do not have direct personal access to Social Accounts which require the user to be older than their actual age.

*Christ Shines*

- \* If certain software / accounts that the school uses do require age restrictions, parents be the holder of all password information and supervise any student use of their accounts
- \* All parents / students keep a printed or digital record of any inappropriate material they view that they feel either the teachers or administrators at St Damien's Catholic Primary School will need to view
- \* Students follow the basic rule when posting onto the Internet "Would I like my parents, teachers and principal to see what I am typing?"

### **Unapproved Online Communication**

At St Damien's Catholic Primary School, we will only use methods of Online Communication (e.g. Email) if there is a direct purpose and / or reason that the method has been chosen. We do not encourage / support the use of such Apps as iMessage, Kick, Skype, Facebook Messenger as suitable means of communication.

Students are forbidden to use these online communication methods at school without express permission from a teacher, and in this manner will only be done in an educational context.

Its is strongly recommended that parents do not allow their children to use such Apps, or at minimum encourage a completely open and transparent means of ensuring that they are aware of their child's use of these sites. Some families have living arrangements that mean that online communication is a valuable resource, and we encourage all families to teach their children appropriate use.

If the school is made aware of any concerning material seen online involving students from St Damien's, the child's parents will be notified and consideration will be made as to whether consequences are required.

### **Witnessing / Supporting Inappropriate Action**

It is the expectation that students at St Damien's who observe students using technology incorrectly make best efforts to: a) encourage the user to act appropriately, b) Inform teacher / supervisor of the use. Students who encourage / support students who are using technology inappropriately may face consequences similar to offenders.

*Christ Shines*

## **ACTION TAKEN IF STUDENTS DO NOT ADHERE TO THE ACCEPTABLE USE POLICY**

The teachers at St Damien's Catholic Primary School work hard to create a learning environment that uses the technologies that both the school and the parents have invested in. When disciplinary action is required regarding technology, the suspension of technology use may result in disruption to the learning program for the student and teacher. The following consequences are designed to deter incorrect use of technology, whilst not affecting learning. It is only after repetitive misuse of technology that students may be given a suspended use notification.

### **Consequences**

- \* All levels of consequence will include a note home or phone call to parents which outline the inappropriate use of technology. This note must be signed and returned to ensure parents are aware of the circumstances of the disciplinary action.
- \* Any unacceptable use that involves creating an account or uploading inappropriate material, must be immediately removed by the student.
- \* In addition to the following consequences students will not be allowed to use their iPad for any non-compulsory learning activities in class for the duration of that period.
- \* Inappropriate actions with technology that include relationships with other members of the school (e.g. cyber-bullying) will also include the processes outlined in the St Damien's Catholic Primary School Behaviour Management Policy.
- \* Inappropriate technology appearance (e.g, stickers, inappropriate material) will incur a continuous disciplinary action until either the problem is rectified or an agreed solution has been made between the student, school and parents.

**1st Incident:** Students must handwrite, during DCPS "Time Out", the full page which includes the section of the 1:1 Policy Statement that outlines the use that was deemed inappropriate OR a relevant consequence to the unacceptable use (E.g. apology letter to the family of a student who has a picture posted online of or writing the terms and conditions of a website if violating their rules)

**2nd Incident:** As above (1st Incident) PLUS handwriting of pages 6-8.

**3rd Incident:** As above (2nd Incident) PLUS Suspended Technology use until a meeting with student / teacher / parents (and School Administrator if deemed necessary) has discussed issues and outlined a plan for proper use.

**4th Incident:** As above (3rd Incident) PLUS a full term's suspended use of technology

## **STANDARDS FOR PERSONAL DEVICE CARE**

### **Student Responsibilities.**

1. Use technology only in the manner directed by the teacher
2. Adhere to the St Damien's ICT Acceptable Use Policy at all times
3. Bring the device to school each day:
  - a. With enough battery charge to accommodate a whole days use with a minimum of 5GB memory available
  - b. Clean, without markings / stickers (except name / identification) and in full working order within its protective case. The screen is to have no cracks.
  - c. Recently backed-up on either iCloud or another computer (work lost due to no available back-up must be completed and submitted to full expectations)
4. Keep the device stored in your allocated area when it is at school and not in use. Ipads must never be left on the ground. During transit to and from school (bus, walking, bike) the iPad must be in your school bag.
5. Do not let anyone use the device other than your parents, guardians, teachers or school administrators.
6. Do not show or share any inappropriate material within the school. This includes transit to and from school.
7. Report any problems, damage or theft immediately to your classroom teacher.
8. Keep all personal information, i.e. passwords, secure and not share this information with anyone. This applies to any personal information of parents and school
9. Ask permission from the teacher before printing any material.
10. Respect all online Copyright laws and rules of Social Media, including "sign-up" ages. This includes ethical and responsible use of email, cloud storage, blogging and site creation. When using school Gmail and Google Accounts the term "Parental Consent" (and related phrases) means "Permission by the school"
11. Respect other people's privacy, do not interfere with anyone else's devices, settings or online accounts. Be courteous online with other people.
12. Information, Photos & Videos of St Damien's Catholic Primary School students, teachers, community members or property cannot be uploaded to sites outside of the home and school network without parental or school permission.
13. Use school email only in the manner directly instructed. Do not use school email or accounts to access online resources unless directly instructed to. (e.g. signing up for a youtube account using school email address)

## **PERSONAL HEALTH & SAFETY**

1. Sit correctly when using your device as demonstrated by your teacher.
2. Take frequent breaks when using the device for long periods of time. Look away from the device approximately every fifteen minutes.
3. When the device is carried in the school bag it must be packed in between other books / folders to ensure maximum protection

## **SECURITY AND DAMAGES**

1. Students will be responsible for the security of their Ipads at all times.
2. The school takes no responsibility for loss or damage whilst at school.
3. The school highly recommends that parents insure any device to be used at school.
4. Students will not share their personal devices with others.
5. The device is approved for the sole use of the designated student within the class

## **Inappropriate Use**

The actions listed below will result in disciplinary action or the loss of technology and Network privileges. Members of the 1:1 Program may NOT be involved in the following whilst at school:

- bullying or teasing in any way in relation to another child's device.
- sending, via blue-tooth, files, photos, programs etc without teacher permission.
- the use of rude, vulgar or inappropriate language.
- illegal activity as declared by the State and Commonwealth governments.
- involvement in bullying and/or sharing of material online that affects another student.
- accessing offensive/ violent/ discriminative materials deliberately.
- sending unauthorised messages to other students or adults via any electronic means (ie email, blogs etc..).
- accessing and/or sharing obscene, pornographic or other inappropriate material for a Catholic school.

- opening, using or downloading programs or applications when not directed by the teacher.
- using another user's account or device, with or without their permission.
- accessing or modifying other user's accounts, files or passwords.
- Using the school's Internet or Infrastructure for purposes other than directed but a teacher.
- any actions that deliberately disrupt network service or damage equipment or data.

## **DIGITAL CITIZENSHIP GUIDELINES**

- Keep my personal information (such as name, address, telephone and mobile numbers) to myself and not share it with anyone at all.
- Use online names which are not offensive and don't attract attention from unwelcome people.
- Be truthful about my age.
- Never respond to any messages that are mean or in any way make me feel scared. Report any incidents to the teacher immediately.
- Respect other people's feelings when communicating on the Internet.
- Not say anything online that I wouldn't say face-to-face to someone.
- Never use the Internet at school to search for non-curriculum related sites unless instructed by my teacher.
- Only download things from the Internet that my teacher/parent has allowed and that are suitable for my age group.
- Only open attachments in emails from people I know.
- Close the browser and tell an adult if I see or hear something that confuses or upsets me on the Internet. Report any incidents to the teacher immediately.
- Avoid web forms which ask for money or personal details.
- Resist clicking on things online just because they look good.
- Close unwanted pop-up windows with the close button.
- Remember that if something seems too good to be true, it probably is.
- Never give out credit card details on the Internet.
- Never put photos of myself or others on the Internet.
- Always get permission from an adult to create my own site, and get him/her to review it.
- Remember that personal information should never be entered on the Internet.
- Be very careful with what I put on the Internet, because when it is published, the whole world will be able to see and possibly misuse the information.
- Always abide by the directions, instructions and rules set by parents at home.