

ICT Acceptable Use, Guidelines and Agreement

Introduction

ICT (Information Communication Technology) refers to all technologies such as Digital TV's, iPads, laptops, digital cameras, video cameras, scanners, Apple TV and printers. At St Pius X School ICTs are used to support learning and to improve teaching. Acceptable use of school technologies at home and school allows continued use of these learning tools. Unacceptable use of ICTs by students will result in a loss of access to the technology for a time decided by the Principal.

We require all parents to discuss the attached Agreement carefully with their child. The Agreement is aimed at keeping your child and others' safe. **We ask that you and your child indicate by signing it that you have discussed this and agree to this 'Acceptable Use' document.** Your child will then be able to join the school network and make the most of the ICT resources available through the school.

The signed Agreement should be returned to the school as soon as possible.

Acceptable Use - to use ICTs

- For your schoolwork in ways to assist and demonstrate your learning
- To communicate with other students, teachers and staff at school respectfully
- In a way that respects you and others
- As your teachers have asked
- Devices taken home (Years 5-6) must be charged at home each night
- Always report to teachers any unsafe or irresponsible activities if they happen

Unacceptable Use

- Treating/carrying any device carelessly, or in ways that could damage it
- Using your device without your teacher's approval
- Sharing someone's password, name, phone number or email address on the internet
- Using someone else's login details, device or files
- Sharing pictures or words that bully or are harmful to others
- Using information from the internet without recording where you found it (the source)
- Using technology during play time, without permission
- Using the school email not for school purposes
- Intentionally accessing sites and information that are inappropriate in our Catholic school setting
- Accessing chatrooms, social media including Facebook, Instagram, Snapchat etc (teachers will instruct students about appropriate based blogs and chatrooms).

Care of Devices

- Students (Years 5-6) are invited to take their devices to and from school at all times, except Christmas vacation, once the attached Student and Parent Agreement is signed, returned to school and a suitable carry bag is provided by parents/caregivers
- These take home devices are the property of the School and are to be used to support learning.
- Children are advised to use only their own device in order to reduce the risk of other children either damaging or using their device inappropriately.
- Children and families are to care for the device as they would their own personal device
- Students are not to save, download or send material at any time that is contrary to our school's values.
- During the day, devices should be kept in classrooms, not in students' bags.
- Students need to be mindful of where they keep their school bags and how they handle their bags when they have the laptops in them.
- Students with take home devices will not be able to plug in power chargers for MacBook's/iPads at school. Devices should be charged at home each night and battery power used at school.

Ownership and liability for the Devices

- The school covers the full cost of purchasing the device for student educational use. The device remains the property of St Pius X school.
- In order to minimise cost for parents there is no up front fee is charged for the hire or use of the device.
- The School provides the devices to families in good faith with the expectation that parents and children will care for the device in the same way that they would care for their own devices and immediately report any damages of the device to the school.
- In the event that your child's device is accidentally damaged, the school will cover the cost of the repair in the first instance – however a \$500 bond will be charged to the family which will be refunded to the family on the provision that the device is not damaged a second time.
- If the device is damaged a second time, then the family will forfeit their right to a refund of the \$500 bond and this money will be used to help cover the cost of the repair and a further bond will be payable by the family to insure against the cost of any further damages.
- Intentional and/or careless damage of the device will result in the family being charged the full cost of the repair for the device (which is usually around \$800 per cracked screen).
- At the end of the school year or when a child finishes at the school, the devices and chargers are required to be returned in good working condition. Failure to return the device in an acceptable condition will result in the family being charged the full cost of repairing or replacing the device.

Other General Rules

- We believe it is generally not appropriate for devices to be used during playtimes (lunch and recess). Children need to make use of these opportunities to play and socialise.
- Parents of students in Reception-Year 2 using the school owned devices, will be expected to discuss the attached Student and Parent Agreement document and sign on their behalf.
- All devices have a protective cover that must be kept on the device at all times

- Students will report any damage immediately to a teacher (or parents/caregiver if at home and notify a teacher at the soonest practical time).
- Our management system allows us to wirelessly view any material that is being viewed/downloaded. We will be doing this in the interests of keeping children safe. Inappropriate use will be reported to parents and suspension of the technology will occur.

Suggestions for Parents

- Only allow your child access to a device at home in a public place (eg family room). It is inadvisable for children to have devices in their bedrooms or private spaces.
- Charge up your devices in a space that children cannot easily access.
- Negotiate 'switch off' time with your child. It is recommended that this is 90 minutes minimum before expected sleep time. We'd recommend that the device does not get used again until school time the following day.
- Most social media sites (including Snapchat, Facebook, Instagram) specify a minimum age of 13 years - thus no Primary school student should be using these sites and short cuts to these sites are not permitted on the school devices.
- Please note that many 'games' now have chat/social media functions. Children can be online with unknown predators or someone seeking to influence inappropriately.

Mobile Phones, Smart Watches and other personal electronic devices at school:

St Pius X strongly discourages children from bringing personal mobile phones or other personal electronic devices to school. We do however recognise and respect that some parents may wish to provide their child with a mobile phone or smart watch for safety reasons when going to and from school. When this is the case, the guidelines below outline our school's expectations in regards to children having these personal electronic devices at school.

Smart Watches:

- I understand that the use of smart watches on school grounds, is for single use only – telling time, and not used for messaging, games or accessing the internet.
- I understand that Smart watches which are data/Wi-Fi enabled, will need to be placed on School Mode when worn at school.

Mobile Phones

- I understand that the school will not accept any responsibility for the damage or loss of students' mobile phones or any other personal electronic equipment whilst at school.
- The device must **not be kept on their person** from the time school commences (8:45am) until the time school finishes (3:00pm). It is the child's responsibility keep the phone in a safe place. Some teachers may offer to store a child's phone in safe place for them during the school day. When this is the case the student leaves their device with the teacher at their own risk and is responsible for ensuring that they collect the device at the end of the school day.
- Whilst on or near the school grounds, either before or after school, children are not permitted to be using their phone to show inappropriate material to other students or filming or photographing other students or adults without their consent – in line with

privacy legislation. The phone should only be used at these times for the sole purpose of contacting a parent or caregiver.

- The phone must not be used to either make or receive calls or messages during the school day. Children are not to use their personal mobiles to contact their parents during school hours unless they have been authorised to do so by a school staff member. Students must follow the normal procedures of contacting the front office if they need to contact their parents during the school day.
- Parents needing to contact a student during the school day, must do this through the correct channels by calling the front office on 8266 9400. Parents are not permitted to call children directly on their mobile phones during school hours.
- Staff will confiscate mobile phones and or smart watches if they are not used in accordance with the above conditions. If devices are confiscated, they can be collected at the end of the school day. If a phone or smart watch is confiscated on more than one occasion, discussions will be had with parents about the on-going need for their child to have a mobile phone at school and the parent may be required to come and collect the phone from the school.
- The school reserves the right to ban children from bringing mobile phones to school if we deem that children and parents are not adhering to the above expectations.

In the event that children or their parents/caregivers do not respect and follow the above conditions of the ICT User Agreement, then St Pius X School reserves the right to ban children from bringing mobile phones or smart watches onto the school site.