# WHITEFRIARS CATHOLIC SCHOOL

## INFORMATION COMMUNICATION TECHNOLOGY POLICY AND PROCEDURE

Students in Years 2–6 will be provided with either an iPad or a Laptop to support their learning. This will involve them taking responsibility for the care and use of the device and their learning associated with it as outlined below.

### Care of iPad/Laptops

Each student is responsible for looking after his or her device at all times and must follow the conditions outlined below:

- iPads/Laptops are to be handled with care, with the cover being kept on at all times.
- iPads/Laptops are to be kept clean and free from graffiti and stickers and are not to be altered or personalised in any way. Identification labels are not to be removed from their device/cover.
- Screens are to be cleaned with a soft, lint free cloth. Do not use any cleaners.
- Never leave iPads/Laptops unattended, such as in a car or in an exposed area where it could be stolen or damaged.
- Do not place heavy items on the device, including overfilling your school bag. Care should be taken with water bottles to avoid water damage. Water bottles should be carried upright, in the outside pocket of the schoolbag, which is designed for this purpose.
- iPads/Laptops must be charged and available for use at the school each day.
- Students are to report any problems, including vandalism, damage, loss or theft of the device, immediately to their teachers.
- The apps loaded on the devices are licensed to the school. Students are not permitted to copy, transfer or delete apps.
- iPads/Laptops are not to be used during recess or lunch, except with teacher permission.
- There will be a zero tolerance policy adopted for cyber bullying. Cyber bullying contravenes the school's Safe Schools Policy and will be dealt with accordingly.
- Participation in a cyber-safety unit of work will occur each year and will be regularly revisited.

### Responsible Digital Citizenship

Digital Citizenship is a concept of educating students about how to use technology appropriately. This consists of several themes including:

- appropriate online etiquette
- knowing how to stay safe online (cyber safety)
- an understanding of ethics and the law as it relates to technology
- advice on health issues relating to the use of technology.

### Key expectations include:

- students must not give out identifying information online, use only their first name, and must not share their home address, telephone number or any other personal information such as financial details (eg credit card), telephone numbers or images (video or photographic) of themselves or others
- students must use the Internet, e-mail, social media (approved by teachers, eg Edmodo, edublogs), mobile phones or any ICT equipment only for positive purposes. This includes not being mean, rude or offensive, or bully, harass, or in any way harm anyone else, or the school, even if it is meant as a joke
- students must not forward inappropriate material to others

- students should never respond to messages that are suggestive, obscene, threatening or make them feel uncomfortable - these messages should be reported to a teacher/parent
- students must inform their teacher/parent immediately if they see anything on a website/social media that is inappropriate or makes them uncomfortable
- parents and teachers should actively monitor online behaviour and encourage students to follow cyber-safe strategies.

iPads/Laptops will be used for educational purposes and the school reserves the right to carry out data inspections of devices at any time.  Inappropriate use of devices or internet will be subject to consequences according to ICT Acceptable Use Agreement.

*Mobile phones are **not** currently part of our technology program.  If a parent deems is necessary for their child to bring a mobile phone to school for safety purposes, for example the child catches public transport, this must be handed into the office each morning for safe keeping and collected at the end of the day.  During the day any necessary communication with parents will be done by staff.*

### *Loss, Theft and Repairs*
- An iPad/Laptop, with charger and cord labelled and barcoded will be provided to your child, together with a protective cover.  All items are to be returned at the end of the year in good condition and working order.
- All instances of loss, damage or theft of iPads/Laptops or accessories, must be reported to the class teacher as soon as possible.  The approximate cost to replace specific accessories is:  AC adapter - $30, power cord - $30, Protective Cover - $15, replacement screen - $120.  It is the student's responsibility to replace these items with authentic Apple parts.
- All instances of loss, damage or theft are the responsibility of the student. The cost of replacement is approximately $1000 (please note that this is the amount because the school is unable to have an insurance excess on iPads/Laptops of below $1000).

### Parent/Caregiver Responsibilities
- Ensure students fulfil their responsibilities as outlined above.
- Monitor your child's iPad/Laptop use and provide him/her with feedback about appropriateness of data stored on it, internet use and general condition.
- Parents must sign an <u>Acceptable User Agreement</u> agreeing to the terms and conditions of the program before their child's device will be allowed to leave the school premises.
- Parents will be responsible for the payment of loss, theft or repairs of their child's device.

### *Privacy and Supervision of Technology*
All students will use technology in different ways and in different locations.  As part of family discussions, it is useful to include the topic of personal privacy. We want students to take responsibility for their technology use and feel it is important to respect their privacy.  However, these needs should be balanced with parental rights and obligations to ensure their children are safe.

Discussion points might include:
- Development of appropriate digital citizenship responsibilities.
- Should devices only be used in common areas?
- What are the conditions in which children might study in their bedroom?
- What level of privacy is expected? Should parents have access to passwords? Should parents be Facebook friends? What happens when friends come over?
- What parental controls should be implemented?

### *Appendix 1:       ICT Acceptable User Agreement*

Updated 2022

*Appendix 1:    ICT Acceptable User Agreement*

**WHITEFRIARS CATHOLIC SCHOOL**
**ICT ACCEPTABLE USER AGREEMENT**

Dear Parents/Caregivers,

Whitefriars Catholic School is currently supplying 1:1 iPads for Years 2 and 3 and laptops for Years 4, 5 and 6. Beginning from 2023 a child receiving a laptop in Year 4 will retain the same laptop in Years 5 and 6. Year 2 will retain their iPads in Year 3. Reception and Year 1 will be using shared class iPads.

We ask that your child is careful and respectful of the school's property. If your child's iPad or laptop is faulty, please let your child's teacher know. If your child is responsible for damaging the iPad/laptop, families need to contact their child's teacher and may be responsible to cover the cost of the repair.

Dear Students,

Please read and sign this Acceptable User Policy:

- I will take care of all technology equipment at all times.
- I will ensure that my laptop is charged and ready for use at school each day.
- I will report any problems, damage, loss or theft to my teacher as soon as possible.
- I will not give out any identifying information about myself.
- I will respect the privacy of all people by not giving out their personal details.
- I will use the internet in a respectful and responsible way at all times. This includes no offensive language or defamation of character or bullying.
- I will inform either my teacher or parent immediately if I see anything online that is inappropriate or makes me feel uncomfortable.
- I will use my laptop for educational purposes only. When using technology, I will only access appropriate information that is relevant to my work. I will make no attempt to access inappropriate material.

I understand and agree to follow the rules and conditions described in this ICT Acceptable User Agreement. If I do not follow these rules, I understand that I will lose the privilege of using the school devices and internet for a period of time determined by the Leadership Team.

I also understand that a meeting with my teacher and/or Leadership Team will be arranged to discuss the implications of breaking this agreement and my parents will be informed.

Please read and sign the agreement on the following page.

Kind Regards
Frank Congedi

## ICT ACCEPTABLE USER AGREEMENT

### FOR STUDENTS

This ICT Acceptable User Agreement will remain in place throughout my schooling at Whitefriars Catholic School.

I have read and discussed the Whitefriars Catholic School ICT Acceptable User Agreement with my parents/caregivers.

Child's name: ……………………………………………. Class: ……………

Child's signature: …………………………………………….

### FOR PARENTS/CAREGIVERS

This ICT Acceptable User Agreement will remain in place throughout my child's schooling at Whitefriars Catholic School.

I understand that I am responsible for the cost of repairs of any damage caused to ICT equipment by my child.

My child has read and discussed the ICT Acceptable User Agreement with me.

Parent/Caregiver's name: …………………………………………….

Parent/Caregiver's signature: …………………………………………….

Date: ……………………