Digital Technologies and Devices Policy and Procedures and the Parent and Student Responsible Use Agreements.
Rationale

As Catholic educators our primary goal is to educate the students in our care and to ensure they are kept safe and protected, particularly while engaging with learning technologies in contemporary learning environments. At St Ambrose we acknowledge and value the role technology plays in supporting learning and teaching and strive to embed appropriate technologies within contemporary pedagogies. We will provide educational opportunities which build on and extend the ways in which they learn and communicate, supporting new approaches to learning centred around creativity and innovation, critical thinking, problem solving, decision making, collaboration and communication and life long learning. The school policy is to encourage student use of devices as an integral part of their learning.

As a primary school community striving to serve the needs of our young people in an authentic way, this Digital Technologies and Devices Policy gives practical expression to one of our school’s key learning and teaching principles: inspiring excellence in learning, leading and living the Faith.

One of the key ways to do this is through integration of technology to ensure that all students have the opportunity to become competent, discriminating and creative users of a range of technologies. Such integration of technologies has the potential to engage students in ways not previously possible, to enhance their achievement, to create new learning possibilities and to extend students’ interaction with their local and global communities. The integration of technology also facilitates the relational nature of learning, providing new opportunities for parents to engage with teachers, learning programs and their child’s progress.

We aim to be a place of inspiring excellence in learning, leading & living the Faith which underpins this policy. While providing the opportunity to enhance and extend human interaction, empathy and understanding, the misuse of information and communication technologies can significantly damage an individual’s dignity. Significantly, this policy calls attention to an individual’s right to freedom from harassment, humiliation and bullying.

I encourage a close reading of this Policy and the Agreements by parents and students and acknowledge the work of our staff, along with various personnel from the Catholic Schools Office (CSO), in drafting this Policy. The launch of this Policy is a significant step in our commitment to build learning strategies which realise our overarching vision of contemporary learning at St Ambrose.

School Context

This Policy and Agreement addresses student use of personal devices (Bring Your Own Devices BYOD) within St Ambrose Primary School, Pottsville. It also includes access to and usage of Devices, Services (including the Internet) and Digital Technologies including but not limited to:

- Email and instant messaging
- Social networking sites (Instagram)
- Video and photo sharing websites (Picassa, Youtube)
- Corporate and personal blogs
- Google suite of applications (Gmail, Classroom, Calendar, Sites etc.)
- Micro-blogs (e.g Twitter)
- Forums and discussion groups (Moodle)
- Wikis
- Vodcasts and Podcasts

The Policy and Agreements are designed to ensure that staff, parents and students understand the rules that apply to technology use within the school context. The same standards of appropriate behaviour that are expected in our staffroom, playground and classrooms are expected when using the school and personal Devices, Technologies and Services.

At St Ambrose we aim to develop responsible, safe and ethical digital citizens who are proficient in their use of technology.
The staff at St Ambrose endeavour to:

- integrate technology authentically across all key learning areas
- instil in our learners a strong command of information technologies and knowledge with a focus on digital citizenship
- facilitate collaborative learning experiences among teachers and students through electronically based educational projects
- involve and inform parents of school events utilising technological means such as the school website, Skoolbag App, electronic newsletters, class blogs, sites and social media.
- embed opportunities and experiences for students to engage and learn with a variety of technological devices and learning tools
- create an e-learning culture based on the understanding that technologies play a key role and are fundamental to the preparation and implementation of learning, teaching and assessment opportunities for students and the personal and professional growth and development of staff.

The students of St Ambrose are provided with the Google Apps for Education suite of products for use in curriculum related activities and for collaboration and communication with the teacher and other students. Their account includes access to an email account (Gmail), Google drive, calendar, sites, and documents. These applications are accessible both from school and the home if an internet connection is available. Students are also able to access a variety of other services including printing and internet access while on site. This internet access is filtered by the Catholic Schools Office, Lismore. This filter, as far as possible, restricts St Ambrose users access to sites which have been deemed inappropriate. e.g all social media sites.

This filter is not active in the home environment, and therefore parents are asked to supervise student internet access at home.

The cost of providing network infrastructure, upgrades, training, licensing, servicing, Internet access, filtering, school based applications and cloud storage is met by the school.

Users of the St Ambrose system are not to store, play or share information on the network or on any device that is inappropriate. Inappropriate material is defined as including, but not limited to:

- Illegal or unlicensed software, video and music files that contravene copyright (this includes all pirated files)
- All content rated above ‘G’ rating.
- Unacceptable remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material or demands including images, video, audio and text..
- Explicit or suggestive material or correspondence including images, video, audio and text.
- False or defamatory information about a person or organisation including images, video, audio and text.
- Using the school name or crest without the written permission of the Principal

If users are found to have accessed, stored or shared inappropriate material on devices or the network they will be in breach of this policy and subject to the school Behaviour Management Plan.

The Catholic Schools Office advocates the use of the Cyber Safety Help button created by Cybersmart. Cybersmart is a national cybersafety and cybersecurity education program managed by the Australian Communications and Media Authority (ACMA), as part of the Australian Government’s commitment to cybersafety. Students are supported through the explicit teaching of Digital Citizenship and responsible use of technology from Kindergarten to Year 6 through age appropriate educational resources and stage-based content in Digital Citizenship which includes Cyberbullying.

St Ambrose Catholic Primary School has a Cyber Safety Policy and Anti-Bullying Policy that clearly state the expected standards of student behaviour. These standards should be read in conjunction with this policy.

The school will investigate and take action where ethical, safety and security issues, behaviours and concerns arise in school and outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.
When using school and personal devices and services students will:

- Ensure that they access the Internet only within the school proxy and filtering system provided.
- **Sim cards are to be removed by students from any device prior to entry into the school.** If students have accidentally brought a Sim enabled or alternate tether enabled device, teachers must confiscate the Sim card or tethering device for the duration of the school day and make contact with parents/carers.
- Ensure that communication through Internet and email services is related to learning.
- Log off at the end of each session to ensure that nobody else can use their account.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable or unsafe.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Use appropriate privacy controls for all internet and app based activities. e.g. turning off geo location settings
- Ensure that school services are not used for unauthorised commercial activities, buying and/or selling items online, online gambling or any unlawful purpose.

When using the school services or personal mobile phones (or similar personal equipment) students will not, and will not attempt to:

- Disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
- Access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive
- Allow others to use their personal accounts.
- Deliberately use the digital identity of another person to send messages to others or for any other purposes.
- Enter ‘chat’ or ‘social networking’ internet sites without the permission of a teacher.
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- Trespass in another person’s folders, work or files.
- Disclose personal information about another person (including name, address, photos, phone numbers)
- Distribute or use information which is copyrighted without proper permission.
- Capture, record, store, transfer or upload audio, images, video or text of any members of the school community without their consent.
- Keep personal information including names, addresses, phone numbers, photographs, credit card details, iTunes account logins and telephone numbers, of themselves or others, private.
- Use inappropriate or obscene language that may be offensive to other users
- Make personal attacks on or about other people
- Send, post or upload false information about a person, group or organisation that might injure the reputation of that person, group or organisation

Students who do not own a digital device may (by prior arrangement) use a school-owned device, which remains the property of St Ambrose and is subject to the same policy and user agreements as a BYOD.
Access and Use of Services and Facilities

In order to be compliant within the Diocese of Lismore, the Catholic Schools Office provides secure access to a range of services and enforces security restrictions and compliance policies when devices are connected to the St Ambrose Catholic Primary School network making use of the Airwatch Mobile Device Management Agent.

To join the school network and take advantage of the services and resources available, students will need to have the application (Airwatch MDM Agent) installed on their personal device. This application is free to download from the Google Play or Apple Store and must be installed prior to the use of the device on the school network. This application allows the user to connect to the school network, providing free filtered access to internet sites. This application also allows the school to resource the student device with school purchased applications for student use at school. These applications include an internet browser (Google Chrome), the Google Apps for Education suite and an application to allow printing to the school printers. The school will notify parents when Apps have been purchased and made available to students at no cost.

Parents must ensure the student device has the Airwatch MDM Agent installed and consents to its use to allow student access to school services and resources, including the Internet. St Ambrose school reserves the right to hold device information and track devices connected on the school network using the Airwatch MDM Agent. The use of the Airwatch MDM Application will not in any way interfere with the functionality of the device when used at home or outside the school environment.

Regulations and Conditions of Use of BYOD

Devices
Once the user agreement is signed by the parent and student, students are then permitted to bring to school and use an internet enabled device (i.e. one which has a browser installed and can connect wirelessly to the school network and the internet) which is appropriately protected in an approved case. This device must also support the installation of particular applications which staff will ask students to use in class. St Ambrose Catholic Primary School supports as an approved device, the Apple iPad.

Each parent and student needs to accept responsibility for the care and maintenance of their own device.

Battery Charging
Student owned devices are to be charged at home. Students are required to bring their device to school each day fully charged. *Allocations of time will not be made for students to charge devices during the school day.*

Applications
All students will have filtered access to the internet and access to the Google suite of Applications and are solely responsible at all times for their proper use. Additional applications will be required in the future and parents will be informed of what they are so they can install them. A list of required applications will be provided to parents for their child’s device. These applications must be on the device at all times. Students may install additional applications if relevant to learning experiences and they are age appropriate. In a primary school this means that all content must be rated ‘G’. At no time should access to applications which do not conform to Apple’s age rating advice, be granted. The school may also provide applications to students at no cost via the Airwatch MDM Agent.

Acceptable Use
Devices are to be brought to school every day. Teachers will inform students on any days that the device will not be required such as sports carnivals and other special event days.

Students are only permitted to use their devices at school during supervised learning time. Use of devices is not to occur before or after school or in designated break times (first break or recess).

Students must be aware of and abide by the Student User Agreement. Any breach of this is considered serious and disciplinary action will be taken. If a student is found to be using a device or associated technology inappropriately or accessing or sharing inappropriate material, the device will be confiscated and may result in restricted use, loss of privileges, disciplinary action and parents contacted. In some circumstances the involvement of appropriate authorities such as the Police may be required.
DIGITAL DEVICES ACCEPTABLE USE POLICY & AGREEMENT

Digital devices (e.g. laptops, iPads etc.) and services – including Cybersafety expectations.
To be read in conjunction with the St Ambrose Catholic Primary School, Pottsville Anti-Bullying Policy and Lismore Diocese Child Protection Policy.

POLICY STATEMENT

The use of digital devices and points of access to e-mail and Internet services in Catholic Schools Office (Lismore) is provided to students and staff in order to support their educational and administrative needs.

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of ubiquitous learning is supported by access to portable technologies (eg. iPads). The St Ambrose Catholic Primary School, Pottsville approach is developed out of the following emerging issues and implications for contemporary learning and teaching in all schools in the Diocese of Lismore.

Learning and Teaching:
• Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others’ worlds.
• Contemporary learning is personalised and provides anytime, anywhere access for students to portable technologies.
• Teachers’ access to the NSW Australian Curriculum and supporting professional resources will be delivered online.
• A number of Lismore Catholic Schools Office departments (Education Services, School Evangelisation and Catechetical Services) continue to provide and enhance access to teacher and student online learning and teaching environments and content.

This is underpinned by the following assumptions:
• The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.
• Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
• School and organisation leaders create the conditions that enable the vision to be realised.
• Parents are empowered to become actively involved in their child’s education by accessing online communication, learning, reporting and monitoring systems.
• Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
• Accountability and improvement is reviewed through the School Review and Development process in accordance with the Lismore Catholic Schools Office strategic guidelines.

These digital devices and services are educational tools and must be used in a responsible manner. This policy recognises that there are constant advances and changes in the use of technology (including for e.g. software, apps, information sharing, social media platforms, new devices etc and this list is not exhaustive). Students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology.

Acceptable use is guided by the following principles:
• Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices (Bring Your Own Devices “BYOD”) to access resources, communicate and interact with others.
• Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
• It is never acceptable to use digital devices to harass, bully or humiliate others.
• Devices should never provide distractions from learning and teaching.

This Policy informs parents, students and staff of our school’s expectations when students are using the devices and services provided whether provided by the school or BYOD, and when using their personal equipment to communicate to or about members of the wider school community. Students whose actions contradict this policy will be subject to the school’s Behaviour Management Plan and face consequences such as: confiscation of “home devices”, detention, suspension, and in some instances exclusion.

This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (for e.g. Family & Community Services etc) at the discretion of the Principal or Lismore Diocese Catholic Schools Office personnel.
The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the St Ambrose Catholic Primary School Pottsville and the Lismore Catholic Schools Office.

School devices or BYOD may be confiscated or accessed where there is a reasonable belief that:
- There has been or may be a breach of the school rules or policy
- There may be a threat of harm to a student or others or system security.
- Another person may have been subject to cyber bullying and/or harassment.
- Content located on a device brought from home may contain illegally downloaded material (movies, music etc)
- Content located on a device brought from home may contain material which is not in the best interests of students viewing (holiday photos, social media pictures, details of parent/sibling email accounts).
- Just because something is on the internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use St Ambrose Catholic Primary School, Pottsville or Lismore Catholic School Office technologies, services and/or resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Students will cooperate with a direction from St Ambrose Catholic Primary School staff in providing access to the BYOD. Parent and/or student interaction with school staff on social media sites is discouraged at any time, for any reason.

STUDENTS USING SCHOOL OWNED TECHNOLOGY

In the course of any given day, students who use a school owned device have the following responsibilities:
- To care for the device to the best of their ability.
- To keep the device secure, when in use and protect it from any malicious damage.
- To ensure that the device is replaced into the classroom lockable areas when not in use for charging and secure storage.
- To only engage with applications the classroom teacher has directed students to for work. Features of the device such as “Settings”, “App Store” and pre-installed applications should never be changed by students for any reason, at any time.

CYBERSAFETY REQUIREMENTS

This policy addresses the particular use of these technologies that has come to be referred to as ‘Cyberbullying’ (See No 3 below). The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

1. When using school and personal devices and services students will:
- Ensure that they access the Internet only within the school proxy and filtering system provided.
- Sim cards are to be removed by students from any device prior to entry into the school. If students have accidentally brought a Sim card enabled or alternate tether enabled device, teachers must confiscate the Sim card or tethering device for the duration of the school day and make contact with parents/carers.
- Ensure that communication through Internet and email services is related to learning.
- Keep passwords confidential, current and private.
- Log off at the end of each session to ensure that nobody else can use their account.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Keep personal information including names, addresses, photographs, credit card details, iTunes account logins and telephone numbers, of themselves or others, private.
- Use appropriate privacy controls for all internet and app based activities. i.e. location settings
- Ensure that school services are not used for unauthorised commercial activities, buying and/or selling items online, online gambling or any unlawful purpose.
2. When using the school services or personal mobile phones (or similar personal equipment) students will not, and will not attempt to:

- Disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites or Geoblocking utilities and manipulating DNS (Domain Name System) protocols
- Access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive
- Allow others to use their personal accounts
- Deliberately use the digital identity of another person to send messages to others or for any other purposes.
- Enter ‘chat’ or ‘social networking’ internet sites without the permission of a teacher
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses
- Disclose personal information about another person (including name, address, photos, phone numbers)
- Distribute or use information which is copyrighted without proper permission
- Take photos or video of any members of the school community without their consent

3. When using ICT to communicate or publish digital content students will never include:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threatening, bullying or harassing material or make unreasonable demands
- Explicit or suggestive material or correspondence
- False or defamatory information about a person or organisation
- The school name or crest without the written permission of the Principal

PARENT PERMISSION TO PARTICIPATE IN ELEARNING

Teachers may incorporate the use of online web 2.0 tools and sites including Google Drive (Google Apps), Virtual Learning Environment during the course of supervised learning activity. Access to Google Drive is predicated on the provisioning of a Google email account.

As Parent/s or Caregiver/s, I/we give permission for my/our child to:

- Access the internet for information relating to class work
- To publish work created by students, credited by students’ first name only
- Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers
- Use of a variety of websites, including registration and the use of personal usernames and passwords, for educational purposes including ‘cloud’ based technologies such as Google Drive and other Google Apps for Education
- Please note that the students will access the internet using a username and password. Please indicate your permission by signing the agreement covenant below
- Parental agreement and student understanding ensure that all students are able to make optimum use of the technology and actively participate in all learning opportunities

If you have any concerns about this agreement please contact your child’s class teacher. For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit:
Student Responsible Use Agreement

Responsibilities of Students
I agree to and accept that the following rules must be followed when using digital devices, the internet, applications and email at St Ambrose Catholic Primary School, Pottsville.

As a responsible student and mobile learning device user I will:
✦ acknowledge that my mobile device is primarily a learning tool and not for entertainment
✦ treat all digital devices and technologies with respect and care at all times
✦ use my device for my own personal use and not make it available to other individuals
✦ not share my username or password with other students
✦ store my device in a safe and secure manner when not in use – device usage is only permitted in class time
✦ keep food and beverages away from my device at all times
✦ follow teacher instructions related to my device use
✦ keep applications requested by the school on my device at all times and ensure they are kept up to date
✦ keep my device fully charged for daily use
✦ refrain from any attempt to harm or destroy the equipment or data of others
✦ use digital technologies as a responsible digital citizen
✦ abide by conventions of online etiquette and be respectful of others
✦ protect my own and other people’s personal details including log ins, passwords, last name, family details, address, telephone number and email address
✦ ensure that all content played, shared or viewed is age appropriate
✦ seek authorisation when changing device settings, deleting or uploading programs onto devices
✦ use the school network and school owned devices to store or share any files that are only of an educational nature
✦ access only areas of the computer or network that are related to my learning
✦ be ethical and responsible when accessing sites and inform my teacher if I discover material that is inappropriate
✦ use the Internet and all device applications appropriately as a responsible digital citizen
✦ comment on my own and other’s work in a respectful and constructive manner
✦ seek permission from the school and the student before taking, using or uploading images of other students or staff
✦ not use digital technologies to harass, humiliate or bully another student or teacher
✦ abide by conventions of etiquette and be respectful of other technology users
✦ allow my parents to be aware of and monitor the use of my mobile device and the internet at home as this is not the responsibility of the school

Student Agreement
I acknowledge that I have read, understood and agree to abide by the responsibilities contained within this Policy and the Responsible Use Agreement. I understand that if I breach either it may result in disciplinary action. This Agreement will be reviewed on an annual basis by St Ambrose Primary School.

Student: __________________________________ Date: ____________________

Signed: __________________________________

Parents/Carers: ____________________________ Date: ____________________

______________________________

Signed: ____________________________

______________________________
Parent Responsible Use Agreement

Responsibilities of parents
I agree to and accept that the following rules must be followed when using digital devices, the internet, applications and email at St Ambrose Catholic Primary School. As a responsible parent I will:

✦ thoroughly read and discuss this Policy and Agreement with my child at an age appropriate level
✦ work with the school to assist my child to abide by their responsibilities in this Policy and Agreement
✦ work collaboratively with the school to promote a safe learning environment for students
✦ take responsibility for my child’s access and online activities at home
✦ model appropriate use of technology
✦ notify the school promptly about Cybersafety issues that arise
✦ supervise and discuss internet content and time spent using technology to help children grow into ethical, safe and responsible digital citizens
✦ report serious out-of-school hours Cyberbullying to the Police or Internet Service Provider and as relevant to the school
✦ follow due process and use relevant procedures when bringing disputes, complaints and grievances to the notice of a teacher and/or Principal or school
✦ acknowledge and understand that the iPad or any other digital device is fragile and that it must be cared for at all times
✦ assist my child when installing and updating applications requested by the school
✦ agree, where the school assesses damage to my child’s owned device to have been caused by my child, to meet the cost of any repairs and repair the device promptly so as to not disadvantage my child’s learning
✦ agree, where the school assesses damage to another student’s or school owned device to have been caused by my child through a breach of the Student Responsibilities Agreement, to meet the cost of any repairs. I acknowledge that the school will advise me in writing of any such repair costs or assessment of damage.

Parental Consent
I acknowledge that I have read, understood and will abide by the conditions and regulations contained within this Policy and the Responsible Use Agreement for Parents and the Responsible Use Agreement for Students. I also acknowledge that I have discussed this policy and the agreements with my child.

As Parent/s or Caregiver/s, I/we give permission for my/our child ___________________________ to:

• Bring their own designated device to St Ambrose school for use in the classroom for educational purposes
• Access the internet for information relating to class work
• To publish work created by students, credited by students’ first name only
• Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers
• Use of a variety of websites, including registration and the use of personal usernames and passwords, for educational purposes including ‘cloud’ based technologies such as Google Drive and other Google Apps for Education
• Please note that the students will access the Internet using a username and password. Please indicate your permission by signing the permission and agreement covenant below. Parental agreement and student understanding ensure that all students are able to make optimum use of the technology and actively participate in all learning opportunities.

I acknowledge that the school will not be held liable for any damage to, or theft of, the device for any reason.

Signed: ____________________________________________ Date: ____________

______________________________________________
(Parent/s or Caregiver/s)
 MANAGEMENT PLAN REVIEW

This Management Plan will be reviewed within twelve months of its date of adoption.

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