Shalom College

Student 1:1 Laptop & iPad Program

HP Laptop & Apple iPads

Policy and Guidelines Booklet

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21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities."

MCEETYA – Contemporary Learning: Learning in an Online World (2005)

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1. EDUCATIONAL OPPORTUNITIES OF A 1 TO 1 LAPTOP & IPAD PROGRAM

Education at Shalom College is designed to foster the holistic development of each individual in spiritual, personal, academic, physical, cultural and social dimensions. Shalom College has a strong and enduring partnership with its parents and carers. The 1:1 Laptop & iPad Program policy aims to build on this relationship as a means of delivering education to its students via the use of modern technologies. The College aims to provide a Catholic co-educational learning environment which celebrates the uniqueness of each individual, strives for excellence and acknowledges the values of **Concern, Love and Justice.**

The Laptop & iPad Program will assist the College to maintain its position as one of the leading education providers in the region and will support students in preparing for the future. It will also further instil in them a spirit of responsibility as they are encouraged to take ownership of the technology that is delivering their education. Parents and carers will have an integral part to play in supporting the College to provide their students with the education they need for a future that will be defined by change.

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. 'Anytime, anywhere' learning is supported by access to portable technologies (eg Laptop & iPads)

Our approach to Information Technology is developed out of the following emerging issues related to the National Secondary School Computer Fund (NSSCF) program and implications for contemporary learning and teaching in schools.

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 Australian Curriculum and supporting professional resources will be delivered online.

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 are reviewed through the School Renewal and Imrovement processes that are supported by the Diocesan Catholic Education Office.
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2. OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

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"Learning will not take place only inside schools and colleges, but in communities, workplaces and families. The shift to thinking about learning beyond the classroom requires a shift in our thinking about the fundamental organizational unit of education…from the school, an institution where learning is organized, defined and contained…

…to the learner, an intelligent agent with the potential to learn from any and all of her encounters with the world around her."

Tom Bentley, DEMOS

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Students and parents will be responsible for the overall care of the Laptop & iPad computer. Students will be supported in their use and maintenance of their assigned Laptop or iPad device. **Lack of care on the part of a user will void the insurance provided on the device. Students will need to ensure that the device is cared for and possibilities of damage are anticipated.**

Students will be required to carry the Laptop & iPad computer within a protective case at **all times.** The device is to be treated with care and stored in the protective bag supplied when not in use. The College will implement regular hardware, software and data inspections, Students will be subject to the terms of the *ICT Code of Practice* if there is any evidence of misuse or inappropriate usage.

Students need to take personal responsibility for backing up their data.

Laptop & iPad computers will be recharged at home each night ready for the next school day. At the parent's discretion the Laptop or iPad can be connected to the student's home internet or a portable wireless internet connection. Parents are encouraged to supervise proper usage of Laptop & iPads at home, especially whilst students are using the internet.

Acceptable Use of Information & Communications Technology Resources

Information & Communication Technology (ICT) has become of critical importance to schools in facilitating and supporting learning, teaching and other administrative activities for teachers, students, parents and administrators.

Shalom College has established significant computing and communication resources to support these activities. These resources include:

- All network services, computer equipment and software, owned, leased or used under license by Diocese of Rockhampton Catholic Education Office & the College (DCEO);
- Computer facilities maintained by other bodies but available for use through an agreement or agreements with the Diocesan Education Office.

Shalom College is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT. Increased legislation and adherence to regulatory authorities relating to ICT compels the College to review its internal policies and procedures to ensure compliance.

ICT resources are supplied in line with the following principles:

- access to ICT is provided subject to **need and availability** of resources;
- privacy, confidentiality and respect of the **personal rights of others** is maintained;
- the importance of the **cost-efficient use** of the ICT is recognised;
- users engage in **ethical, legal and responsible use** of ICT.

The *ICT Code of Practice* has been developed to inform users of their rights, responsibilities and obligations when using ICT resources, consistent with DCEO's requirement that all such resources are used in an ethical, legal and responsible manner.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

Conditions of Use

i. By accessing and using the ICT resources provided by **Shalom College**, you are agreeing to abide by this *ICT Code of Practice* statement.

ii. These conditions apply to all **Shalom College** ICT resources, regardless of how they are accessed. This includes access to all installed computers, through users own hardware (for example, personal Laptop & iPads, PDAs or other similar technology) whether wired or wireless, or remote access over the internet through users' own resources.

iii. While staff and students (in particular, ICT staff engaged by the College) may be called upon in the course of their duties to undertake activities beyond those permitted by the terms of this Agreement, it is expected that any such activities undertaken must be done in accordance with the spirit of this statement.

Ethical, Legal and Responsible Use of ICT Resources

iv. **Shalom College** requires all users of its ICT resources to do so in an ethical, legal and responsible manner.

v. Users of **Shalom College** ICT resources must be aware that use of these resources is subject to the full range of laws that apply to the internet, communications and to the use of computers, and **Shalom College** policies. Such law and principles includes users' obligations in relation to copyright, plagiarism, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.

vi. **Shalom College**'s ICT resources must not be used for unauthorised commercial activities and/or personal gain. Actions performed using **Shalom College** ICT resources must comply with the terms of any licence agreement for the use of software programs and other online resources.

Copyright and Intellectual Property Rights

vii. Users must not, through the use of **Shalom College** ICT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos or any other form of media.

viii. Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our College and community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

Security and Privacy

ix. Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICT resources. Users are issued with unique usernames and passwords, which must be kept strictly confidential at all times.

x. Users must protect systems, information and accounts by:

- Choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letters and numbers and not simply a name or date of birth)
- Using access to ICT resources only as authorised;
- Respecting the privacy and confidentiality of information that they may come across through access to the resources;
- Only downloading, installing or using authorised software;
- Reporting any breach or prospective breach of network security to the appropriate technical personnel or the ICT Services Help Desk;

xi. Unacceptable conduct by users which could result in a breach of security or privacy includes:
- Disclosing your username and password details to another person;
- Taking or distributing photos or video of others without their express permission
- Electronically publishing any material showing the College or its members without the permission of the Principal.
- Disclosing other private or confidential information to unauthorised persons;
- Gaining unauthorised access to any systems by any means;
- Using **Shalom College** ICT resources to attack or compromise another system or network;
- Downloading, installing or using unauthorised software programs;
- Deliberately installing computer viruses or other malicious programs;
- Accessing or intercepting others' electronic communications without permission.

xii. Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside **Shalom College's** control to prevent such instances from occurring.

xiii. Users are reminded that email should not be used to send sensitive and confidential information.

xiv. Users must, however, be aware that the operation and maintenance of ICT systems often 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. **Shalom College** may also be required to inspect or provide copies of electronic communications where required to by law, or where the auditing of use and investigation of possible misuses of ICT resources is required.

Breaches of these Conditions of Use

xv. The breach of these Conditions of Use will be taken seriously and may result in disciplinary action being taken.

xvi. Examples of possible consequences range from loss or restriction of access to ICT resources, to formal disciplinary action for breach of School Discipline policy (students) or Code of Conduct (staff). Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Loss, Theft & Repairs

xvii.
   a. All instances of loss, damage or theft must be reported to the College ICT Support personnel as soon as possible during term time. During non-term time students are to contact the college office.
   b. In the event of a hardware malfunction a report must be made to the College as soon as possible for warranty repair to be organised.
   c. Devices with problems covered by warranty will be repaired as soon as possible at no cost to parents/carers. Necessary repairs that fall outside the warranty conditions will be completed at an escalating cost to parents/carers:

a. First incident - 50% of repair or replacement cost
　　　b. Second incident – 75% of repair or replacement cost
　　　c. Third incident – 100% of repair or replacement cost
　d. Loss or theft of a device will incur a fee of 80% of the College's replacement cost which includes operational and licencing costs. Any subsequent loss or theft would incur 100% replacement costs to parents. Parents and Care Givers should check to ensure that the device is covered under personal Home and Contents Insurance.

Ownership

　xviii.

　Students have use of the device whilst they are enrolled at the College. When leaving the College, students are to return the device and accessories in good order on the last day of the student's enrolment.

Shalom College

ICT Resources Access Consent Form

This Consent Form must be signed and returned prior to the student being granted access to the internet and other information and communication technology resources.

Parents/carers are encouraged to review and discuss the contents of the *User & Parent Agreement* and the *ICT Code of Practice* statement with their child and answer any questions that they may have.

By signing this Consent Form, both parents/carers and the student are agreeing to the terms of access as set out in both of these documents and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Any queries in relation to this material should be directed to the Assistant Principal Curriculum or the College Principal.

Parent/Carer Consent

As the parent or legal guardian of the student named below, I grant permission for my child to access the various information and communication technology resources (including email and the internet).

I understand that access is granted subject to the conditions contained in the *User & Parent Agreement* as well as *ICT Code of Practice* statement and that if breached, appropriate consequences may follow.

I acknowledge that some material available on the internet may be objectionable and that in addition to this *User & Parent Agreement* as well as *ICT Code of Practice* statement, I have discussed appropriate restrictions with my child when accessing or sharing information or material over the internet.

I acknowledge that I am entering into a partnership with the College to promote ethical, legal and responsible use of ICT resources

STUDENT'S NAME: _____   HOUSE:_____

PARENT'S/ CARE GIVERS NAME: _____

PARENT/CARE GIVER'S SIGNATURE: _____

DATE:_____

Shalom College

Introduction

The purpose of Information and Communication Technologies (ICT) at Shalom College is to:
- Enhance student learning opportunities
- Promote student achievement
- Enhance the school's management, information and business systems.
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The use of ICT must be:
- Responsible
- Legal and Moral
- Appropriate for educational purposes.
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In recognition of these principles, the following code of practice must be read and signed by the student.

Student

As a member of the Shalom College Community,

- *I make a commitment to respecting the rights of others and to meeting my responsibilities, as detailed in the Shalom College Record Book and within the Spirit of the College Mission Statement in whatever use I make of ICT at the College and in my personal time.*
- *I take responsibility to ensure the safety of myself and others. This means that I shall be careful about protecting my privacy and safety, the privacy and safety of other students and College staff, and the safety of the College network.*
- *I acknowledge my obligation to follow State and Federal laws and regulations and understand that this applies to my use of the College network and software and to downloading material.*
- *I will show respect for others by communicating considerately.*
- *I understand that the device allocated to me remains the property of the College and I commit to taking care of it, keeping it secure and reporting immediately any damage or malfunction.*
- *I understand and accept my responsibility to care for my device and my need to anticipate and avoid actions that might cause the device to be damaged physically or electronically. I understand that, in such a case, the liability for replacement or repair would fall to me and my family.*

I understand that any infringement of this code of practice on my part may result in disciplinary action by the College, the removal of my personal device and, if necessary and appropriate, referral to Police agencies.

Name: _____   House: _____

Signature: _____   Date:_____

Parent/Guardian

The College requires that a parent/guardian signs below as an indication of:
- *Permission for their child to be given access to ICT at Shalom College.*
- *Support for their child's responsible use of ICT in line with the code of practice above.*
- *An understanding that it is impossible to restrict completely access to controversial material.*

Name: _____   Date: _____

Signature: _____