ICLT DEVICES AND INTERNET 1:1 DEVICES ACCEPTABLE USE POLICY

ICLT AND 1:1 Device POLICY

Purpose

The purpose of this policy is to support the appropriate use and management of Good Shepherd Catholic Primary School Springfield Lakes and BCE's (*Brisbane Catholic Education)* mobile ICLT (*Information and Communication and Learning Technology)* devices, including iPads, mobile phones, and laptops/notebook computers. The policy also provides Good Shepherd with clear directions for staff, parents, and students in fulfilling responsibilities about accessing the 1:1 Device Program. This policy applies to all Good Shepherd staff who are BCE employees, as well as Good Shepherd students who understand and sign the **IT (*Information Technology)* Acceptable Use Agreement**.

This policy must be read in conjunction with the *IT Acceptable Use* policy and *Code of Conduct.*

> *As a Catholic Christian community, we educate all to live the gospel of Jesus Christ as successful, creative, and confident, active and informed learners empowered to shape and enrich our world.* (BCE Learning and Teaching Framework)

Furthermore, the Australian Curriculum reflects the *Alice Springs Declaration on the Educational Goals* for Young Australians that young people are entitled to develop the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

The Australian Curriculum describes specific knowledge, understanding and skills about technology and its use in ways that are interactive, multimodal and provide flexibility across contexts and audiences. Ways to use, share, develop and communicate with ICT are named within the content of individual Learning Areas of the curriculum and the use of ICT is integrated across all Learning Areas through the ICT General Capability.

> Catholic Education is called to meet the challenges of learning in a digital age. Expressed in the words of Pope Francis, "*The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God".*
> (Pope Francis: 2014).

Rationale

This policy will ensure that mobile ICT devices are procured, allocated, used, maintained and generally managed in a consistent way across Good Shepherd. Good Shepherd Catholic Primary School, Springfield Lakes recognises and values that learning and living are not two separate endeavours that staff and students engage with in isolation. Technologies and their uses are pervasive across all areas of our society and modern living.

In accordance to the teachings of the Catholic Church, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.

In response, Good Shepherd ensures that use of 1:1 Device and learning of ICT, in the learning pods, takes place in flexible, resource-rich environments where technology supports connected, real-life and real-time learning and teaching.

Learning and Teaching at Good Shepherd is founded on the teachings of Jesus Christ. We believe our learners are the centre of the learning process, are actively engaged and co-creators of knowledge and meaning. We believe all students can be successful and provide many and varied opportunities for students to demonstrate success.

ICT at Good Shepherd is viewed as an essential skill for our 21st Century learners. Students have access to and use of appropriate technologies to create, collaborate and communicate learning anywhere, anytime. Transformative pedagogies provide multi-model experiences to support innovative learning and to accommodate diverse learners. Good Shepherd's students use light, portable and adaptable devices (iPads) that are integrated into learning and teaching, in order to collaborate, communicate and inquire. (Page 35, Good Shepherd Education and Development Brief).

Policy Statement

Good Shepherd is committed to using technology to achieve efficiency and to drive productivity. Good Shepherd supplies staff with devices for the purpose of Teaching and Learning. When used appropriately, mobile ICT devices can help facilitate collaboration and the sharing of knowledge. A coordinated approach to managing mobile ICT devices protects the value of the assets, reduces waste and ensures value for money. It is efficient, supports economies of scale and leads to a reduction of risk and cost for Good Shepherd.

Good Shepherd's Principal, with the Leadership Team approve the procurement and allocation of school mobile phones, where and if appropriate.

Good Shepherd Staff must comply with this policy and supporting procedures. Non-compliance with this policy will be treated as a breach of employment or contractual obligations and may lead to Good Shepherd, as part of Brisbane Catholic Education, taking appropriate action.

Principles

Good Shepherd Staff will comply with the following principles:

- **stewardship:** responsible and sustainable management and use of resources to protect assets; avoid extravagance; reduce waste; and ensure value for money
- **integrity:** as Good Shepherd obtains mobile ICT devices through approved processes; use devices with due care, professionalism and for core business purposes
- **compliance:** BCEO employees and school staff work with Office Services and Information Technology Services to obtain mobile ICT devices; schools procure mobile phones under the Telstra Business Services Agreement and with approval from the Principal.

1:1 Device Program – Good Shepherd

1:1 Device Program

Students at Good Shepherd participate in a 1:1 Device Program from Prep to Year 6. Each student will be issued with a school-owned iPad for their educational use whilst enrolled at the school.

1:1 Device Program: The role of the school, students, and parents

The role of the school, students and parents in Good Shepherd's 1:1 Device Program are outlined below, with the associated actions and responsibilities listed in the following section.

The Role of the School

The school provides leadership (vision, planning and management) to ensure that the 1:1 Device Program is driven by an educational imperative, focusing on successful learning outcomes and supporting the Good Shepherd's vision for learning. Good Shepherd's leadership will work with staff to create contemporary learning environments that allow students to learn in a variety of ways. This will include engaging teachers in continuous learning to enhance their professional practice. As with all aspects of learning, Good Shepherd values parent and community engagement and the important role this plays in achieving successful outcomes. Good Shepherd plans for and manages the technical environment and functional aspects including security, to ensure the program's success.

The Role of the Student

Students understand that the primary purpose of the 1:1 Device Program is to support their learning. Students use technology in their learning to investigate, collaborate and communicate in a safe and responsible way that reflects good digital citizenship.

The Role of Parents/Caregivers

Parents/Caregivers are the first educators of their children and have a vital role to play in their child's learning. Working in partnership with the school will help to ensure the success of the 1:1 Device Program. Parents have an important role in the co-education of their child about issues related to the care of technology and its safe and responsible use. Parent/Caregivers support the school by maintaining an active interest in their child's learning, including understanding how technology is being used to support learning in the classroom and at home, as well as meeting financial obligations associated with the program.

School, Student and Parent/Caregiver Responsibilities and Actions

School Responsibilities and Actions

The school is responsible for providing leadership for the 1:1 Device Program and school leaders play an integral role in this leadership. Effective leadership plans for and manages considerations related to successful learning; professional practice; parent and community engagement; as well as technical environment and functional aspects. Responsibilities and actions for the school in relation to the 1:1 Device Program include:

- **Successful Learning**
  - Creating the conditions that enable the Good Shepherd's vision for learning to be realised through the *Vision and Mission Statements, Dispositions of a Learner, Good Shepherd's Way of Being Community.*
  - Ensuring that the 1:1 Device Program is driven by an educational imperative, focusing on creating learning environments that enable connected, real-life learning, within which technology is used flexibly and innovatively to improve learning.
  - Ensuring alignment with school policies including positive behaviour for learning to support students to use technology safely and responsibly.

- **Professional Practice**
  - o Ensuring that teachers engage in continuous learning (through professional learning and sharing) to enhance their professional practice and the practices of their students.
  - o Ensuring decisions are informed by evidence of impact on learning, including how technology supports students to develop the dispositions necessary for a successful future.

- **Parent and Community Engagement**
  - o Providing parents/caregivers with information that enables them to be involved as key partners in learning, including through the 1:1 Device Program.
  - o Providing parents with information about the logistics of the 1:1 Device Program, including costs, parent and student responsibilities and related policies and procedures.
  - o Providing parents with successful learning outcomes.

- **Technical Environment and Functional Aspects**
  - o Driving responsible stewardship by ensuring decision-making processes are collaborative, transparent and accountable.
  - o Planning for and managing safe and connected learning environments. Elements include ensuring:
    - Appropriate device selection and support, network infrastructure and system access
    - Access to software that will support learning and data management/storage, which adhere to safety and privacy principles
    - Technical support to assist students to manage the device and keep it operational
    - Clear operational procedures including the right to inspect the device and those which support the teacher to manage technology in the learning pod.

Student Responsibilities and Actions

Student responsibilities and actions in relation to the 1:1 Device Program include:

Educational Purpose
- o Being active participants in their learning and using their device for educational purposes. This extends to the use of the school network, including the Internet and all associated infrastructure as well as ensuring that non educational software (where permitted) or data, does not inhibit the use of the device as a learning tool.
- o The device is provided as a tool to assist student learning both at school and at home. The device is provided as a tool to assist learning and should be used for educational purposes only.
- o The device comes pre-installed by Good Shepherd with all the necessary software for student use. Only School approved and legally obtained software is to be stored on the device. Devices found to contain unapproved content or software will be subject to an investigation by Good Shepherd.
- o or incidents of misuse or inappropriate use, students will be subject to revisiting the acceptable use statement, as well as the loss of the privilege of the use of the iPad.
- o The School will not be responsible for the loss of any data.
- o All non-educational software and data should be stored on the students' private home device.
- o Students are encouraged to use their device for learning tasks only.

Using Technology Safely and Responsibly
- o Complying with all elements of the school's *Acceptable Use of Computer and Internet* Resources policy and the Good Shepherd School's *Positive Behaviour for Learning policy* to ensure the safe and responsible use of technology including:
  - Applying personal safety practices by keeping personal information private and securing digital information (e.g., passwords).
  - Reporting unsafe behaviours to Good Shepherd's staff.
  - Using technology ethically (e.g., not accessing or sending content to bully or defame others or that is illegal, dangerous or offensive).

- Engaging in appropriate practices to recognise the intellectual property (including copyright) of themselves and others. This extends to only installing/storing appropriately licensed software (and material e.g., downloads) on the device.

Accessing Good Shepherd's Wireless Network and Internet Services
- The use of Good Shepherd's School Wireless Network and all associated infrastructure are available for educational use only.
- While onsite, the Internet is only to be accessed through the School's Wireless Network.
- No other internet enabled device to be used to access either school's Wireless Network or to access the internet.
- The downloading of large files is not permitted due to bandwidth restrictions.
- Specific network settings are not to be removed or altered as this could affect the connection to Internet Services.

Device Management and Security
- Complying with all elements of the school's *Acceptable Use of ICLT Devices and Internet Resources Policy.*

- Bringing the device to school each day ready for learning:
    - Fully charged and operational.
    - Students seek support to resolve technical problems according to school procedures
    - Clean, clearly labelled with Good Shepherd's authorised identification.

- Keeping the device safe and secure at all times, including:
    - Following Good Shepherd's and the Learning Pod rules for the use, transport and storage of devices.
    - Transporting the device in the designated protective casing, and placing it safely in school bags whilst travelling to and from school;

    - Reporting to the school instances of loss, damage or theft of the device as soon as possible (police report may be required).
    - Only using the device with clean hands and in areas free from food or drink.
    - Ensuring device is charged and in a secure place at home

- Managing the device in alignment with Good Shepherd's positive behaviour policy, including:
    - Accessing the internet only through the wireless network when at school
    - Maintaining the network setting required to connect to the school network without alteration, unless directed to do so by the school
    - Backing up data and updating software as recommended/directed by the school.

Parent/Caregiver Responsibilities and Actions
Responsibilities and actions for parents in relation to the 1:1 Device Program include:

Educational Purpose
- Maintaining an active interest in the school's educational moving forward strategy by understanding how technology is accessed in the 21st Century to support learning.

Using Technology Safely and Responsibly

Supporting the care and responsible use of technology by parents:

- o Working alongside the school to educate parents about safety and responsible use of technology.
- o Monitoring the use of the device outside of school including internet access.
- o Supporting and reinforcing school policies and procedures including:
    - *Acceptable Use of Computer*
    - *Positive Behaviour for Learning Policy*
    - Operational procedures and responsibilities in relation to the 1:1 Device Program including ensuring safe and secure storage of the device
    - Acknowledging Good Shepherd's right to inspect the device.

Device Management & Security

- o Ensuring students comply with all elements of the school's *Acceptable Use of ICLT Devices and Internet Resources Policy.*
- o Ensure devices are returned to the school at the end of the school year if the student leaves the school or at the school's request.
- o Only school authorized accounts to be used on the device.

Financial Responsibility

Meeting financial obligations related to the 1:1 Device Program.

- iPads will be issued to students on a three-year program. Devices will be owned by the school and will be handed back to the school at the end of the three years or if a student leaves prior to the end of the three-year period.
- All educational applications (APPS) will be purchased and owned by the school and will be installed at school.
- Cost of device, protective covering and insurance is calculated across the three-year period and applied as a line item on the school fees statement.
- In the unlikely event that the iPad needs to be replaced, due to theft or accidental damage, an excess fee of **up to $500** is payable by parents to cover the loss. (As quoted by Catholic Church Insurance)

Information Technology Acceptable Use Policy

Purpose

The purpose of this policy is to describe Brisbane Catholic Education's (BCE) standards of acceptable use of BCE's information technology (IT) resources, including facilities, information, systems, networks and devices.

This policy applies to all access to BCE data and systems and to all users, including employees, contractors, third-parties, volunteers, students, parents and guardians.

This policy must be read in conjunction with: Information Security policy; Privacy policy; Recordkeeping policy; Social Media policy; Acceptable Use and Code of Conduct.

Rationale

The use of IT resources enables BCE to meet its business objectives. If IT resources are used unacceptably, this may result in exposure to security threats, potential non-compliance with the law or reputational damage to BCE.

Policy Statement

This policy defines the acceptable use of BCE's IT resources to minimise the risk of inappropriate use or a security incident resulting from the misuse of these resources.

To ensure the safety and security of users, BCE monitors the use of IT equipment, including data, internet and network use. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

Principles

Acceptable use of BCE's IT resources is achieved through the following principles:

- **ethical:** IT resources are used for legitimate, work-related purposes and minimal personal use
- **responsible:** IT resources must not be used to access or store illegal, offensive or inappropriate material or to cause harm or to offend
- **lawful:** IT resources must be used in conformity with law and BCE requirements.

Reviewed Document

Reviewer	Date	Amendments	Review
Original Policy 2015			
Judith Seery and Leadership Team	19 June 2020	Amalgamated three documents	May 2021
Judith Anne Seery	12 May 2021	No amendments	May 2022
Judith Anne Seery	May 2022		