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# Mater Dei Primary School

## Student 1 to 1 Laptop Program

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## Policy and Guidelines Booklet

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## 1. EDUCATIONAL OPPORTUNITIES OF THE 1 TO 1 LAPTOP PROGRAM

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This type of anytime, anywhere learning is supported by access to portable technologies (eg laptops).

Mater Dei promotes contemporary teaching and learning practices. Key statements from the school's Mission Statement listed below reflect these beliefs:

- Mater Dei students will achieve their learning by understanding and managing technology.
- Mater Dei students will achieve their learning by being investigators, explorers, critical thinkers and problem solvers.

### *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 use contemporary resources in a balanced approach with clear purpose.
- Brisbane Catholic Education (BCE) is establishing 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 investigation, communication and collaboration tools.
- The school promotes the notion that we are a community of learners.
- School and organisational 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 and learning.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process, particularly in relation to Priorities 2 & 6 in the BCE Strategic Renewal Framework.

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21<sup>st</sup> 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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## 2. OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

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“Learning will not take place only inside schools, 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 computer. Students will have full local administrator rights to the Laptop computer and will be responsible for its ongoing care. Students will be trained to be competent, social and ethical users and maintainers of their assigned Laptop computer.

A protective bag will be supplied. Students will be required to carry the Laptop computer within this bag at **all times outside the classroom**. In the interest of student safety, Laptop computers are not to be used in a public place or between leaving school and arriving home. The Laptop is to be treated with care and stored in the protective bag supplied when not in use. The School will implement regular hardware, software and data inspections. Students will be subject to the terms of the *Acceptable Use of Computer and Conditions of Use Policy* and our *Behaviour Management Policy* if there is any evidence of misuse or inappropriate usage.

Students will be supplied with a means of backing up their user Documents Folder ONLY. All students will be responsible for the regular backup of their Documents Folder via the means recommended by the School. The backup of movies, pictures and music is the responsibility of the student.

All Laptops will include all necessary software to assist the learning of the student. Students are not permitted to install any other applications without the necessary license. Students must not delete any of the applications or any of the existing folders, however, they are permitted to and encouraged to add additional folders to assist with organising their work. Students will also be able to install

additional home-based printers, scanners and other peripheral devices if they wish.

Students must be aware of and abide by the *Acceptable Use of Computer and Conditions of Use Policy*. Failure to abide by the user agreement could result in disciplinary action, or in the event of damage, a financial cost to the parent (refer to *Section 5 - Student and Parent Laptop Computer Guidelines Policy*).

Laptop computers must be recharged at home each night ready for the next school day. The Laptop can be connected to the student’s home Internet at the parent’s discretion. It is the parent’s responsibility to supervise proper usage of Laptops at home, especially whilst students are using the Internet.

## Student and Parent ICT Acceptable Use Guidelines

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.

Mater Dei has established significant computing and communication resources to support these activities. These resources include:

- All network services, computer equipment and software, owned or used under license by Brisbane Catholic Education Centre and the School;
- Computer facilities maintained by other bodies but available for use through an agreement or agreements with Brisbane Catholic Education.

Mater Dei is bound by legislation and good stewardship of resources to ensure the appropriate use of its ICT. Increased legislation relating to ICT is requiring all organisations to review their 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 Policies* described herein have been developed to inform users of their rights, responsibilities and obligations when using ICT resources, consistent with Brisbane Catholic Education's requirements 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.



# ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCE CONSENT FORM



This Acceptable Use of Computer and Internet Resource Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources.

Parents/Legal Guardians are encouraged to review and discuss the contents of the Acceptable Use of Computer and Internet Resources policy with the student and answer any questions that they may have. Any queries in relation to this material should be directed to pashgrovest@bne.catholic.edu.au.

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the Acceptable Use of Computer and Internet Resources policy and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

## Student Acceptance

I agree to comply with all requirements as set out in the Acceptable Use of Computer and Internet Resources policy and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

**NAME:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Parent/Guardian Consent

As the Parent or Legal Guardian of the student named above, I grant permission for them to access the various information and communication technology resources (including email and the internet).

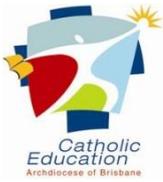
I understand that access is granted to student subject to the restrictions contained in the Acceptable Use of Computers and Internet Resources policy and that if breached, consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Computer and Internet Resources statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



## ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

**Mater Dei School** has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned laptops/computers that may be taken off the school grounds with permission from the school. Mater Dei Primary School has specific guidelines relating to the use of laptops/computers. (See Guidelines for 1 to 1 laptop program).

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all Mater Dei School's technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

### Responsibilities of Users

1. Students must comply with the rules for accessing technology resources in this document.

#### *Permitted use of technology resources*

2. Students must only access Mater Dei technology resources for schoolwork. **Students must not:**
  - a. buy or sell items or services over the internet;
  - b. access or enter chat rooms;
  - c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
  - d. amend documents created by another student without that student's consent;
  - e. download, install or use unauthorised computer programs;
  - f. deliberately install computer viruses or other malicious programs;
  - g. gain unauthorised access to any system by any means;
  - h. use technology resources to attack or compromise another system or network;
  - i. access or intercept emails sent to other persons.

#### *Confidentiality and cybersafety*

3. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.
4. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal

details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.

5. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside Mater Dei's control to prevent such instances from occurring.
6. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.
7. The operation and maintenance of technology resources 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. Mater Dei School may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

#### *Cyberbullying and defamation*

8. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

#### *Security*

9. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.
10. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.
11. Students must not use another person's name and password to access resources.
12. Students must report a suspected breach of security to a teacher.

#### *Copyright*

13. 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 Mater Dei's technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

#### **Consequences following a breach of this policy**

14. A breach of this policy will be taken seriously and may result in disciplinary action.
15. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
16. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

## Mater Dei Primary

### ICT Resources Access Agreement.

By acknowledging this Consent Policy, both parents/guardians and students are agreeing to the terms of access as set out in the *Acceptable Use and Conditions of Use Policies* 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 Principal.

#### User Acceptance

I agree to comply with all requirements as set out in the *Acceptable Use and Conditions of Use Policy* and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and Mater Dei School network.

#### Parental Acceptance

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

I understand that access is granted to students subject to the restrictions contained in the *Acceptable Use and Conditions of Use Policy* 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 the *Acceptable Use and Conditions of Use Policy*, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

I agree to paying the additional costs for the laptop that will appear on the school fees Termly for the years 2016,2017 and 2018 as outlined below.

|                     | Per School Week | Per Term | Total for each year<br>(x 3 years) |
|---------------------|-----------------|----------|------------------------------------|
| Including Insurance | \$11.55         | \$112.50 | \$450.00                           |

'If my child leaves the school earlier than the payment plan duration, the laptop is to be returned to the school without further cost to the Parent/Guardian'.

I understand that I do not obtain ownership of the device at the end of the 3 year period and the device must be returned to school. At the end of the 3 year period, some laptops may be offered for sale by tender.

Parent name: \_\_\_\_\_ Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Mater Dei Primary

## Student and Parent Laptop Computer Guidelines.

### 1. Education Purposes

- a. Students are to use their Laptop computer for educational purposes only.
- b. The Laptop computer comes pre-installed with all the necessary software for student use. Only licenced software is to be installed on the Laptop computer.
- c. Non educational software **or data** should be stored on a student's private home computer.
- d. The School reserves the right to carry out software, hardware and data inspections of Laptop computers at anytime.

### 2. Student Responsibilities

#### a) Recharging issues:

Students are to ensure that they bring their laptops fully charged each day.

- If a student comes to school without charging the laptop, the student is to use an alternative laptop and recharge it at a time decided on by the teacher.
- If a student does this a second time then the teacher will contact parents and discuss how a reminder could be put in place at home.
- If there is a consistent problem with a student forgetting to recharge their laptop at home, then the teacher and Principal will have a discussion with the student to find a solution.

#### b) Using outside of class time:

Students are only to use their laptops at school during class time and under the supervision of a teacher or school officer, or at home under the supervision of a parent or carer. While travelling to and from school Laptop computers are to be carried in the protective sleeve and placed in school bags. Laptop computers are not to be taken out and used during recess and lunch and should be in their protective bag inside the student's bag or desk.

- If a student is found at school with a laptop open outside class time the teacher will decide up on an appropriate time out.
- If this occurs a second time, a letter explaining the action needs to be written by the student, signed by the parents and presented to the teacher the next day.
- Consistent use outside class time will involve the Principal.

#### c) Inappropriate web/email access:

When at school, students are only to access websites for educational purposes or as directed by the teacher.

- If a student is found to be accessing an inappropriate website, the teacher will discuss this with them and decide on an appropriate time out.

- If this occurs a second time a letter explaining the action needs to be written by the student (giving the context of the inappropriate access but also why it was wrong to do it), signed by the parents and presented to the teacher the next day.
- Consistent inappropriate access will involve the Principal.

**d) Procedures for Internet/Email Issues:**

When children encounter inappropriate material on the Internet or problem emails, there is a three step process:

- Put the lid down on their laptop
- Raise their hand and alert the teacher (The teacher will delete emails from inbox and deleted items folders)
- Do not make a fuss

**e) Forgetting to bring laptop to school:**

Students are to bring their laptops to school each day unless otherwise directed by their teacher.

- If a student forgets to bring a laptop to school, a replacement device will be provided the first time.
- If this occurs a second time, a letter explaining the action needs to be written by the student, signed by the parents, and presented to the teacher the next day.
- Consistent occurrences will involve the Principal.

**3. Parent Responsibilities**

- Ensure students fulfil their responsibilities as outlined above.
- Supervise student use of the computer when at home including their Internet use.
- Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.
- Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the school prior to the end of their final year at school.

**4. Data Backup and Software Upgrading**

- Students are responsible for the backup of all data as recommended by the School. The student is to save data locally to the device for use away from the school. The backup of this data is the responsibility of the student and should be backed-up on an external device, such as external hard drive or USB stick.
- The backup of all data including work in progress, documents, movies, pictures and music is the responsibility of the student.
- Students are to follow the directions of ICT staff to ensure that software is updated as required. (eg. Operating System and installed Virus Software).

**5. Technical Support**

- Students will be given full local administrator rights of their Laptop computer.
- Students will be trained on how to use and maintain their Laptop computer.
- In the event of a software malfunction students will follow school procedures with assistance from their class teacher. Reimaging of computers will be carried out by staff as necessary.

## 6. Use of the School Wireless Network and Internet Access

- a. The use of the School Wireless Network and all associated infrastructure are available for educational use with student Laptop computers.
- b. Students are not to remove the virus software provided and replace it with another type of virus software.
- c. Specific network and account settings are not to be removed or altered as this could affect the Laptop computer's ability to connect to the School Network.
- d. The school provides a basic document to assist parents with connection to the internet at home. Mater Dei does NOT provide support for internet access at home.

## 7. Loss, Theft, Damage and Repairs

### At School:

- a. All instances of loss, damage or theft must be reported to the Class Teacher and Principal as soon as possible.
- b. The devices will be insured by the school for loss or theft whilst the equipment is at school.
- c. Each device will be covered by an Accidental Damage Program for accidental damage caused at school.
- d. If the damage is due to negligence, carelessness or wilful damage, an excess fee of \$150 will be payable to the school by the parents /guardians.

### At Home:

- a. When the device is damaged off site (student's home) an excess of \$150 will be payable to the school for claims made under the Accidental Damage Program. *Please Note: Repeat incidents of damage will attract an escalating excess at the discretion of the Principal.*
- b. The devices will be insured by the school for loss or theft. Loss or theft of a laptop is to be notified immediately to the school administration and not later than 24 hours after the event. A Queensland Police Reference Number should accompany this. An excess fee up to \$500 will be payable to the school depending on circumstances and will be at the discretion of the Principal.

## 8. Classroom Usage

- a. Student Laptop computers are to be brought to school each day. The classroom teacher will manage the use of the Laptop computers in the classroom.
- b. No student is to take out or use a Laptop computer at school without the permission of a teacher.
- c. Laptop computers are not to be used in the school grounds unless under direct teacher supervision. This includes before and after school.
- d. ***When in use, the Laptop should be placed on a table or desk, not on laps. The Laptop must not be carried around whilst the screen is open.***

## 9. Ownership

- a. Students have use of the Laptop computer whilst they are enrolled at the School. At the end of the 3 year lease, or if a student leaves the school early, the student will return the laptops to Mater Dei Primary School, who will arrange for the devices to be re-imaged and ready for distribution to a new student.

## MATER DEI SCHOOL

### Student and Parent Laptop Computer Registration Form

- I confirm that I have read, understood and agree to abide by the *Acceptable Use of Computer and Conditions of Use Policy* and the attached *Student and Parent Laptop Computer Guidelines*.
- I understand that the assigned Student Laptop Computer *username* and *password* are confidential and **I will not allow my password to be disclosed to others with the exception of parents and staff.**
- I understand that the laptop will be tested before I take possession of it and will be in full operational order with respect to both hardware and software image.
- I will **not** leave my laptop computer logged-on when it is not under my direct supervision.
- I understand that I will receive the following:
  - a. **HP Laptop**
  - b. **Power Supply and Cord**
  - c. **Hard Travel Case**

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**Student Signature**

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**Parent Signature**

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**Date**