



Written: 2013  
Next Review: 2016

## **1:1 PROGRAM ACCEPTABLE USE POLICY - STUDENT**

*This policy is directed primarily at the Individual Device Program, however, it makes up a component of the overall Information and Communication Technology Policy of St Joseph's Catholic Primary School.*

At St Joseph's Catholic Primary School we are committed through the Individual Device program to:

- prepare students to be safe, responsible, and innovative digital citizens
- support teachers in the development of integrated lessons and units of work along with instant access project-based learning environments
- promote anytime, anywhere learning

All members of the St Joseph's Catholic Primary School community are required to follow the Acceptable Use Policy when using any technology which becomes linked to the school based network.

The primary goal of the 1:1 Program is to enrich the learning experiences of students both in and out of the classroom.

The individual device decided upon by the school is an academic learning tool. With a personal device, students have anytime, anywhere access to an array of programs and tools. Through the rollout program, parents are directed to be the administrator of their child's machine. Students can customise their device according to school requirements which are designed to foster student focus on the learning task. There are many positive opportunities available to students with access to a personal device. The school expects students to make responsible decisions and to use their device in a safe and respectful manner.

**The actions listed below will result in disciplinary action or the loss of technology and Network privileges. Members of the 1:1 Program may NOT be involved in the following whilst at school:**

- bullying or teasing in any way in relation to another child's device
- sending, via blue-tooth, files, photos, programs etc. without teacher permission
- the use of rude, vulgar or inappropriate language
- illegal activity
- involvement in bullying and/or sharing of material online that affects another student

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- accessing offensive/ violent/ discriminative materials deliberately
- sending unauthorised messages to other students or adults via any electronic means (ie email, blogs etc.)
- accessing and/or sharing obscene, pornographic or other inappropriate material for a Catholic school.
- opening or using programs or applications when not directed by the teacher
- using another user's account or device, with or without their permission
- accessing or modifying other user's accounts, files or passwords
- any actions that deliberately disrupt network service or damage equipment or data
- accessing, sending or corresponding through any social networking site such as Facebook.

Students are expected to bring their charged device to school each day. Students with a device which runs out of battery life during the day will not be given a replacement and will be expected to complete tasks in a traditional way. If this occurs within a Specialist Teacher's class, then a note will be sent home and the student will receive a 'special' Timeout with an appropriate staff member for not being prepared for these classes.

Any downloaded material from home which does not follow the guidelines above and is accessed at school will result in the same disciplinary measures or loss of technology privileges.

In order to ensure the safety and privacy of students, any member of the St Joseph's Catholic Primary School community who uses technology to degrade another student or the reputation of the school is subject to disciplinary action.

Teachers or Administrative staff retain the right to inspect a device if deemed necessary due to a breach of the Acceptable Use Policy or through a random check for school wide safety and security measures.

**Customisation of Equipment.** The student is permitted to customise their device to their own working styles (i.e. System Preferences). The student is permitted to install extra software (ie Apps) on their device, with their parent's permission, other than that required by the school so long as it is legally owned and installed as per a license agreement. Any downloads can only be completed at home unless directed by the classroom teacher. Students are permitted to place a clear protective skin on the screen of their device. No other stickers are to be placed on the device or device's case.

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## **SPECIAL NOTE**

The classroom/specialist teacher is responsible for full supervision of the students whilst in class and at school. Students are not to use their device at recess and/or lunch unless under the direct supervision of a teacher.

At home it is the parents' responsibility to monitor their own child's device and internet use. The school cannot be held accountable for unsuitable sites that are accessed within the home, however, disciplinary action will be taken if any inappropriate sites and/or material is brought into the school.

## **ACTION TAKEN IF STUDENTS DO NOT ADHERE TO THE ACCEPTABLE USE POLICY**

- 1st Incident:** 3 days of suspended use, commencing from the day of suspension.
- 2nd Incident:** 1 full week (ie 5 school days), commencing from the day following the suspension
- 3rd Incident:** half a term of suspended use
- 4th Incident:** full term of suspended use

On each action of suspension, parents will be notified via a note which must be signed and returned the following day.

## **STANDARDS FOR PERSONAL DEVICE CARE**

### **Student Responsibilities.**

1. Bring the device to school each day. Do not carry it whilst on a bus to and from school without it being in the school bag.
2. Keep the device stored in your allocated tray when it is at school and not in use.
3. Do not let anyone use the device other than your parents or guardians.
4. Adhere to the Acceptable Use Policy at all times.
5. Back up your data weekly at home on an external drive or through other appropriate means. (ie Cloud technology)
6. Report any problems, damage or theft immediately to your classroom teacher.
7. Arrive to school each day with an adequately charged device.
8. Follow teacher directions at all times and only open directed programs/Apps.

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### **PERSONAL HEALTH & SAFETY**

1. Take frequent breaks when using the device for long periods of time. Look away from the device approximately every fifteen minutes.
2. Do not provide your personal information or passwords to anyone. Alter passwords on a regular basis.
3. Sit correctly when using your device as demonstrated by your teacher.
4. When the device is carried in the school bag it must be packed closest to the back of the bag and all straps are to be tightened accordingly.

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**1:1 PROGRAM  
STUDENT/PARENT AGREEMENT**

As a parent, I have read the requirements of St Joseph's Catholic Primary School's Acceptable Use Policy for the Individual (1:1) Device Program.

I understand the responsibilities that are placed on my child as a member of this program.

I have discussed appropriate use of the device with my child according to the Acceptable Use Policy.

I will fully support any disciplinary action that is deemed necessary due to misuse by my child of their device in a manner which does not abide by the Acceptable Use Policy.

Parent's name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

As a student at St Joseph's Catholic Primary School, I understand that I must act responsibly as a member of the Individual Device Program as explained by my parents through the Acceptable Use Policy.

I understand that any inappropriate behaviour or language will result in the loss of privileges with my device within the classroom.

I also understand that any bullying in relation to others in or out of the program could result in suspension from school.

Student's name: \_\_\_\_\_

Year level: \_\_\_\_\_

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

Student's signature: \_\_\_\_\_

**Please sign and return to your child's teacher  
before the device can be used in the class.**

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