



## INFORMATION AND COMMUNICATION TECHNOLOGY AT ST JOHN BOSCO COLLEGE POLICY

### REVIEW HISTORY

Originally Written:	Reviewed by:	Revised:	Next Review:
2016	College Staff	2019	2020

### RATIONALE

Information and Communication Technology (ICT) is utilised in Colleges for learning, teaching and Admin. The availability of such resources provides the opportunity for Colleges to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships. The iPad is transforming the way teachers teach and has changed the learning landscape. At St John Bosco College, our staff are maximising the opportunities provided by the digital technologies available to them.

### DEFINITION

**‘Information and Communication Technology (ICT)** means all hardware, software, systems and technology including the internet, email, telecommunications devices (e.g. mobile phones) and social media (e.g. facebook).

**Defamation** is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

**Harassment, Unlawful Discrimination, Victimisation and Bullying** means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 ‘Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff)’.

**Social media** refers to a group of internet based applications that allow users to share information and create communities.

‘ is an acceptance and upholding of the norms of appropriate and responsible behaviour with regard to the use of digital technologies. This involves using digital technologies effectively and not misusing them to disadvantage others. *Digital citizenship* includes appropriate online etiquette, literacy in how digital technologies work and how to use them, an understanding of ethics and related law, knowing how to stay safe online, and advice on related *health* and safety issues such as predators and the permanence of *data*.

## SYSTEMS AND STRUCTURES

At St John Bosco College all our studios are fitted with digital screens and Apple TV. Students have access to a class set of iPads in the Early Learning Centre i.e. Kindergarten and Pre-Primary share 10 iPad mini's and 10 iPad Airs.

In Year 1 to Year 6, students are required to bring their own iPad or iPad Air to class.

### Minimum requirements:

- iPad Air or iPad (2014 model+)
- 32 GB
- Powerful apps included at no additional cost (iMovie, Pages, Keynote, Garage band)
- Uses a Lightning Connector for charging
- Individual student Apple ID (separate from any other devices)

Please note due to requirements for online testing such as NAPLAN, students are unable to use iPad minis.

## PRINCIPLES

1. St John Bosco College guidelines explain how students use Information and Communication Technology (ICT) when they are at the College, so that they can be used in the best way. Students must follow these guidelines and listen to staff members so that ICT can be used to explore, create and communicate with others and learn about the world in which they live.
2. At St John Bosco College ICT is utilised for educational purposes only and is a tool to support learning. Access to ICT can be removed if College Guidelines are broken.
3. The College has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to College, student and family owned devices being used at the College.
4. St John Bosco College will actively engage with parents to inform them of ICT procedures and policies, including providing information on Cyberbullying and safe use of the internet.

## SCOPE OF THE POLICY

This Policy relates to the use of all Information and Communication Technology and includes (but not restricted to) internet, computers, iPads, mobile phones, associated networks, networking equipment, corporate systems including email and social network systems and any other emerging technologies not listed. It applies to all employees, students and parents.

St John Bosco College expects responsible choices with the use of ICT and attempts to ensure all understand the implications of their choices. Responsibility for appropriate use of the technologies lies with the user.

## STUDENT GUIDELINES

ICT is a general capability within the Australian Curriculum which aims to support and enhance student learning across all areas of the curriculum. Within the Australian Curriculum learning area of Technology; Digital Technologies is now a recognised and reportable learning area. The Australian Curriculum describes Digital Technologies, in which students use computational thinking and information systems to define, design and implement digital solutions.

The use of ICT will allow our students to develop 21st Century skills. They are able to communicate, create, collaborate, think critically, be self-reflective and problem solve in different ways. They will be able to express themselves individually, research, investigate and propose solutions to real world problems using their devices to create, compile and present their information, knowledge and solutions.

The purpose of this policy is to ensure that each student is aware of his/her responsibility and behaviour when accessing information and communication technologies. Students understand that at St John Bosco College, ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.

1. Students shall take care of all Information and Communication Technology (ICT) equipment.
2. When students are at the College they shall only use the applications (apps) recommended by the College. Students will not access other applications or bring any applications from home to install on College devices. Students will not access applications installed on student or parent owned devices, other than those recommended by the College.
3. Students shall go only to sites on the internet that a staff member has said they can use. If students find anything on the internet that makes them feel uncomfortable, they must immediately inform their teacher or another adult.
4. Students shall only send emails with their teacher or EA's permission. Everything a student writes in an email or through the internet must be their best work that they would be proud to show to their parents. A student will not use email or the internet to annoy, bully or frighten anyone.
5. People who put information on the internet for students to read own that information. If students use anything from the internet in their own work, they must correctly acknowledge the work of others according to copywrite laws.
6. Students shall never tell anyone via email or the internet their name, address, telephone number or any other private information. Students shall not send a digital image to anyone without checking with their teacher or having a permission note from their parents. Students shall not share any other student's private information or digital image with others.
7. It is the responsibility of the classroom teacher and the Digital Technology Specialist teacher to explicitly teach their students the elements of a 'Digital Citizenship' appropriate to each year.

## STUDENT RESPONSIBILITY

Acceptable use of the information communication technology at St John Bosco College by students includes, but is not restricted to the following.

- Following teachers' instructions at all times.
- Accessing only the information the teacher has agreed to.
- Understand that games, music and videos for entertainment purposes cannot be used at the College.
- Download only the applications (apps) the teacher/College requires and has approved. These downloads need to be completed whilst at home. Apps are not allowed to be downloaded on the College premises.
- All push notifications need to be turned off whilst their personal device/ iPad is at the College.
- Work on the internet for purposes specified by the teacher.
- Have permission from the teacher prior to printing or copying articles.
- Correctly acknowledge the work of others according to copyright laws.
- Follow College guidelines and procedures when preparing materials for publication.
- Use polite and courteous language when emailing and interacting on social media ie.Seesaw.
- Respecting the privacy of others including other students and staff members.
- Seek permission when taking digital images. Understand it is an invasion of personal rights to take digital images without permission of the individual.
- Obtain/check and gain permission from the teacher before transmitting, broadcasting or transferring any audio or vision taken at the College.
- Informing the teacher if you are concerned that you have accidentally accessed inappropriate material. Students need to immediately click HOME or turn off their device and inform the teacher.
- Handling all ICT equipment with care and respect.
- Ensure all personal information such as surname, address, telephone number, passwords and parents' work address/telephone number/s are not given out.
- Understand that interfering with emails or files belonging to others or the College will result in immediate suspension of all digital rights.

**It is expected that all students will understand what they are expected to do.**

### **Student responsibility of personal devices:**

- Maintain the Catholic Ethos of St John Bosco College at all times with presentation and use of their iPad device.
- Use their iPad for the sole purpose of learning whilst at St John Bosco College.
- Take full responsibility to ensure that sites accessed abide by the internet guidelines set by the College and all work conducted on their personal device is appropriate to the learning task as specified by a staff member.
- Ensure that all iPads are not used to take or distribute digital (audio or video) images without both the expressed permission of the person whose image is being taken and the supervising teacher.
- Take responsibility, with parents, for all downloaded material present on their personal device/iPad.
- Inform the teacher when using the camera or video recording functions.
- Ensure the iPad is charged to at least 80% for the beginning of the College day.

- Report any damage to their personal device immediately to their teacher and parent.
- Ensure that their iPad is password locked.
- Ensure the content on their iPad is suitable, age appropriate and legal.

### **Failure to comply with the guidelines for use:**

Parents and students need to know and understand that the:

- Use of ICT devices at St John Bosco College is a privilege, not a right. Inappropriate use will result in a temporary or permanent cancellation of those privileges.
- Students need to understand that the digital footprint is established the minute a person begins posting items/digital (audio or video) images on social network sites and will be there forever. This can have severe repercussions for their future.
- If the privileges are revoked the child must hand their iPad to the classroom teacher. It must be collected by the parents at the end of the College day.

### **Students use of Mobile Phones:**

Students may bring a mobile phone to the College to use in an emergency situation. In these instances the following procedure will apply:

1. Parents must notify the Principal in writing if their child needs a mobile phone at the College and the purpose for this.
2. All such mobile phones must be deposited at the Admin office as soon as the student arrives at the College.
3. Students will need to collect mobile phones from the Admin office as they leave the College grounds.
4. Mobile phones found on the student without adherence to the above procedure will be followed with the mobile phone placed in the Admin office, a phone call will be made to the parent and the mobile phone will be kept in the Admin office to be collected by the parents at their convenience.

## **PARENT RESPONSIBILITY**

In signing the Enrolment Application for St John Bosco College all parents/guardians have agreed to abide by the policies and directions of the College and the Catholic Education Commission of Western Australia.

Within this signed agreement, St John Bosco College expects Parents/Guardians to make responsible choices when using Information and Communication Technologies at College. The guidelines outlined for Staff and Students equally apply to Parents / Guardians and the extended community.

Please understand when emailing staff, that they have time constraints during the College day. Issues are best dealt with when uninterrupted time and attention can be given to them. Therefore, parents and guardians should allow time for a reply to any communication. Urgent matters must be directed by phone to the Admin office.

Specifically and in addition to the guidelines for Staff and Students, Parents / Guardians need to adhere to the following:

- Take full responsibility for all downloaded material present on their child/ children's personal device/iPad.
- Accept responsibility for their child's use of technology at St John Bosco College.
- Understand that correspondence with their child during the College day can only occur through the Admin office. Parents may not email or iMessage children directly during College hours.
- Understand privacy laws pertaining to photography. At the College or College events, parents may take photographs of their child/children only but they may not take photographs of other children without the permission of the children's parents. Understand that privacy laws do not allow parents to mention, or post photos of people/children of St John Bosco College.
- Understand that privacy laws restrict parents in their reference to St John Bosco College. All reference needs to uphold the Catholic Ethos of the College.
- Understand that a digital footprint is established the minute a person begins posting items and digital images on social network sites will be there forever.
- Understand that a breach in the above policy may result in the suspension or termination of their child's enrolment at the College.