



ST JOHN'S LUTHERAN SCHOOL, KINGAROO

ACCEPTABLE USE OF TECHNOLOGY POLICY (STUDENT)

GUIDING SCRIPTURE

May the words of my mouth and the meditation of my heart be pleasing to you, O Lord, my rock and my redeemer. (Psalm 19:14)

PURPOSE

St John's Lutheran School provides students with devices, or access for their own approved device, to be used for the achievement of educational outcomes specified by their teacher. This policy establishes the minimum expectations and responsibilities for acceptable use of information communications technology (ICT) that apply to all devices use by students as part of their learning at St John's Lutheran School. Classroom teachers may set additional restrictions or requirements for the use of devices as needed.

This policy is designed to protect our student users, technology systems and St John's Lutheran School from inappropriate or unlawful use, objectionable material, or other acts that may be damaging or harmful and to ensure the security of the school's ICT facilities and the privacy of its users.

The purpose of ICT in relation to students at the school is intended, but not limited to:

- Enhance student learning opportunities and outcomes
- Support the professional work of staff
- Support students general educational and administrative needs
- Provide access to online learning environments' where students can foster skills to develop lifelong learning capabilities, become critical thinkers and problem solvers.

SCOPE

The scope of this policy extends to all students, and staff who oversee the use of ICT. It applies to the use of all ICT devices, whether provided by the school or by the student.

DEFINITIONS

ICT means information communication technology. ICT refers to all devices, networking components, applications and systems that allow people to interact in the digital world.

It includes any electronic device or application used to create, store, retrieve, transfer, communicate, disseminate or manage information such as text, images, audio or video. This includes, but is not limited to:

- Personal computers and laptops
- Mobile devices such as mobile phones, smart watches and tablets
- Applications such as email and the internet
- Removable media such as USB flash drives
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices and related software
- Peripheral equipment such as printers, fax machines, copiers and modems.

POLICY STATEMENT

St John's Lutheran School recognises that information communications technology (ICT) are important educational tools and must be used in a responsible manner. Students have the right to learn in a safe environment, including when they have access to ICTs to enhance their learning. St John's Lutheran School is committed to the responsible, legal, appropriate and educational use of ICTs and to the protection of students by providing secure access to these services as part their learning experience. Students should be educated to manage technology according to a Christian perspective and to apply critical thinking and common sense to their use to enhance their learning in a safe and responsible manner.

Use of ICT at the school is considered to be a privilege which can be removed if rules are broken. If a student acts in a way that is against the contents of this or other school policies or state or federal laws, the school will respond appropriately and in accordance with school procedures.

PROCEDURES

1. Safe Use Strategy

As part of our safe use strategy, St John's Lutheran School has in place the following measures.

1.1 School Responsibilities

St John's Lutheran School has a responsibility to exercise reasonable care for the welfare of students and reasonable control over the students. The school also has a duty to have in place a system of consequences for dealing with breaches of policies relating to inappropriate behaviour.

- An *Acceptable Use of Technology (Student) Agreement* is explained to and signed by the students at their first library/computing lesson of the year. This document sets the expectations of device use and what will happen if these expectations are breached. Students are not able to commence using the school's ICT system policy until the *Acceptable Use of Technology (Student) Agreement* has been signed
- A behaviour management plan and restorative discussions to deal with breaches of the above agreement

- The school does not support the use of social networking sites at school therefore we attempt to limit access to Facebook, Messenger, etc. However, we recognise students as digital citizens who use electronic communication naturally, and therefore prefer to discuss instances of inappropriate use with students as teachable moments
- A set of cyber-safety lessons are completed within the school for Years 4-8 during computing lessons with a specialist teacher. These programs are distributed and backed by the Australian Government. These issues, such as social media use and digital responsibility, may be discussed with, or presented to, other students, such as assembly with Year 12 students
- Limited external access to the school network and a firewall that protects the school's network from internet virus attacks.

1.2 Teacher Responsibilities

Classroom teachers are responsible for the daily maintenance of hardware and software stored in their classrooms. All teachers should apply basic management steps to keep devices clear of unnecessary software, shortcuts, bookmarks and browser extensions. They should practise safe battery management to ensure devices are charged properly between lessons, and store devices securely overnight and during holidays.

St John's Lutheran School's teaching staff are to demonstrate their duty of care when using connected devices in the classroom by taking reasonable steps to keep students safe on the internet. Teaching staff need to take the following measures for cyber-safety in their classrooms:

- Provide students with encouragement and guidance for how to use the internet safely and responsibly
- Complete prior checks of websites/searches before allowing students to begin tasks on the internet
- Set clear expectations of what students are to complete on the connected devices
- Take reasonable steps to ensure that students will not be exposed to inappropriate sites, words or pictures, e.g., prior checking, closing internet windows with inappropriate content (ASAP) or turning off connected device/data projector, and informing ICT staff of the website
- Periodically monitor screens of connected devices to check these are being used appropriately
- Inform ICT staff of any issues with the connected devices/internet searches to prevent these from happening in the future
- Provide a safe learning environment with the use of ICTs in their classroom.

1.3 Student Responsibilities

Use of devices is a special privilege that carries responsibility and behaviour expectations in addition to all school rules and policies. St John's Lutheran School students are encouraged to:

- Use the connected devices as directed by their teacher
- Use all types of connected devices and the school's network in a responsible, ethical and legal manner at all times that helps with their learning
- Use devices solely for educational purposes whilst at school as they are an educational tool
- Conduct safe and responsible searches on the internet
- Respect the rights and privacy of other users
- Inform the teacher of any misuse of the network or inappropriate content that they find on anyone's connected device
- Abide by the *Acceptable Use of Technology (Student) Agreement* and any other connected devices usage agreement they signed at the beginning of the year

- Always abide by the *Code of Conduct Statement – Student*, including when using ICT
- Never use anyone else's username or password on the connected devices or provide that information to anyone
- Sign out of any open accounts before returning devices
- Return devices to the location identified by their teacher or to the place from which the device was collected.

2. Secondary Students Computing Devices

2.1 Computing Device Program Requirements

St John's Lutheran School requires each secondary student to have a computing device to enable them to experience modern, effective teaching and learning practices. There are two (2) options available to students.

2.1.1 BYOD Program

A device to be purchased by the students and used for the duration of their enrolment until graduating. Students and parents will receive a copy of the *BYOD Policy and Information Secondary*.

Parents must sign the *BYOD Parent Agreement* at the start of each year.

Repairing/replacing the device is the responsibility of the student/parent. If the device has been sent in for repairs by the student/parent, a loan device may be provided by the school.

2.1.2 Chromebook Program

This device will be provided by the school to each student entering Year 7 for the duration of the year. The school retains ownership of the Chromebook. A bond will be included in Term 1 fees for the Chromebook. This will be refunded at the end of the year when the Chromebook is returned in an acceptable and useable manner with no repairs required.

Students who withdraw, are suspended or expelled, or terminate enrolment for any reason, must return their Chromebook and accessories in an acceptable condition on the date their enrolment ends or pay an agreed price for the device.

Students and parents will receive a copy of the *Chromebook Policy and Information Secondary*.

All Year 7 students and parents must sign the *Chromebook Student and Parent Agreement* at the start of each year to protect the hardware and/or software provided by the school in the ICT program.

Repairing/Replacing a Chromebook Device

If a Chromebook is damaged in any way, either the hardware and/or software, the student is to promptly report this to the IT Support staff.

Chromebooks include a two-year hardware warranty from the vendor. The vendor warrants the Chromebook from defects in materials and workmanship. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

Parents/ guardians of students are asked to check their Home and Contents Insurance and to ensure it is covered in their individual policy when at home.

The vendor warranty does not warrant against damage caused by misuse, abuse or accidents. Abuse or neglect of Chromebooks may result in damages that are the responsibility of the student, parents /guardians. The school will make its best attempt to purchase replacement parts at the best possible price.

In case of theft, vandalism or other criminal acts, a police report MUST be filed with the local police station and a copy submitted to the School Administration Office.

2.2 Responsibilities

2.2.1 Parent/Guardian Responsibilities

Parents/guardians:

- Should talk to their children about the values and standards they expect of them when using any device to connect to the internet, just as they do about the use of all media information sources such as television, telephones, movies, and radio
- Are responsible for overseeing that children are prepared for the school day, by ensuring that the device is charged nightly, and brought to school each day fully charged
- Are to ensure that devices are stored safely at home and protected in transit between school and home
- Who do not want connected devices brought home may sign a form indicating that they wish the school to store the device outside of school hours and understand that their student is still responsible for completing work outside of school
- In regard to cost of damages or replacement:
 - BYOD Program: Are responsible for the actual cost of damages or replacement of the device
 - Chromebook Program: are responsible for the actual cost of damages not covered by warranty (including, by not exclusively, damage to screens, keyboards and lid hinges) - not to exceed the cost of replacement. Parents are also responsible for replacement of the Chromebook if the student loses it.

2.2.2 School Responsibilities

The school will be responsible for:

- Creating a Google account for each student within the school's Google G Suite domain to enable access to web-based resources
- Providing on-campus internet and e-mail access to its students
- Providing internet filtering of inappropriate materials on the school network
- Providing access to cloud-based data storage areas
- Providing staff support to guide students in educational work and helping to ensure that students become responsible digital citizens and active learners
- When a device is sent for warranty repair either by the parent or the school, the school will loan another device to the student while the repair is completed.

2.2.3 Student Responsibilities

Students are responsible for:

- Bringing their device to class every school day and charging it at home every night. If students leave their devices at home, they are responsible for getting the course work completed as if they had their devices at school. Students who repeatedly (as determined by any staff member) leave their devices at home will be required to leave their devices at school and check it out/in from the secondary staff at the beginning and end of each day
- If a student Chromebook or laptop goes flat during the day, they will be required to take it to the library charging station and exchange it for a school-owned device. This must be signed out when borrowed and returned by the end of the day
- Protecting their devices whilst in transit to and from school

- Using their device in a responsible and ethical manner. Students may be selected at random to provide their device for inspection. This policy may be updated at any time
- Obeying general school rules concerning behaviour and communication that apply to computer use
- Making disciplined use of the devices during class and staying 'on task'. You are 'off task' if you use your device to perform any activity that does not help you complete the task your teacher has given you. Students who are distracted by the presence of their device may have their access restricted or face other consequences.
- Monitoring all activity on their device and accounts and contacting a staff member about any security issues or other problems they may encounter
- Securing their device as they work to protect their information and device and immediately inform an adult if they receive inappropriate digital content
- Backing up important data stored on their device at the end of each term.

2.3 Device Use at School

Devices are intended for use at school each day. In addition to teacher expectations for their use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for their individual device and must bring their device to all classes, unless specifically instructed not to do so by their teacher.

2.3.1 Google Classroom information

- Teachers organise and manage classwork through Google Classroom
- The teacher will inform students of a subject code and invite them to join that classroom
- The teacher will upload all relevant class work, assessments, revision and task sheets to the class
- Students can access Google Classroom from any device that is connected to the internet using their school-supplied username and password.

2.4 Device Use at Home

The device is a tool to be used at home as well as school. While outside of the school, parents have control over the use and contents of the device. Students are allowed to connect to wireless networks outside of school, subject to parent permission. Students are not required to have wireless access at home, but access may help students to complete learning activities outside of school.

2.5 Apps and Extensions

The apps and extensions originally installed by the school must remain on the device in usable condition and be easily accessible at all times. Periodic checks of devices will be made to ensure that students have not removed required apps and extensions.

Students may download and install extra extensions onto their devices as requested by staff for specific purposes.

Additional apps or extensions may be removed from the device during routine inspection and maintenance if deemed inappropriate or not for specific educational purposes. The school does not accept responsibility for the loss of any student-installed software or documents deleted as part of the management process at school.

Chromebook Program

The Chromebook operating system, Chrome OS, updates automatically. Students do not need to manually update their Chromebooks.

2.6 Camera, Microphone, Photos, Video and Audio

Permission must be obtained before taking photographs and recording others. Photo, video and audio access on the device and storage in the student's Google Drive will be for school projects only. All content on the device and Google Drive will be of a moral nature, including photographs. School staff and each student's parents have the right to inspect the content of all devices and Google Drives at any time. Photographs or recordings of others must not be shared to public sites.

2.7 Sound and Music

Students may **not** download music from iTunes or any other music sharing site unless directed by, or with the permission of, a teacher or their parents.

Music is allowed on the devices if legally purchased and appropriate for school use. It is up to individual teachers, taking into account the learning activity, whether music is allowed to be played through headphones/earbuds. Sound must be muted at all times unless permission is obtained from the teacher. Each student must bring their own headphones/earbuds from home.

2.8 Printing

The school uses available technologies for students to digitally share their work with teachers and peers as appropriate. Where possible, class work and assessment tasks are submitted digitally. Students may set up printing at home if they wish to do so.

Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>

3. Mobile Devices

Mobile devices refer to mobile phones, smart watches, tablets and other similar devices.

St John's Lutheran School recognises that there may be genuine needs for some students to have a mobile device at school (for example, for safety reasons after school hours or for medical reasons) however the student must use them in a responsible manner. The school discourages students from bringing mobile phones to school.

If students need to contact their parents/guardians during the school day for emergencies or other important reasons, they can contact them from the School Office. If parents need to make contact with their son or daughter during the school day, they can ring the School Office and a message will be relayed as soon as possible.

If parents feel that a mobile phone is needed at school on any particular day the following will apply:

Primary School Students:

- Students are to 'check-in' the mobile phone with the school office staff or teacher on arriving at school at the start of the day
- The mobile phone needs to be **switched off and labelled** with the student's name for ease of identification purposes
- The office staff will keep the phone safe until the end of the day
- Each student can collect their mobile from the school office/teacher at the end of the day
- Mobile phones should always be stored with the school office/teacher, and hence the school takes no responsibility for mobile phones that students bring to the school and are in school bags

Secondary Students:

- Student mobile phones are to be kept in a student's school bag and are only to be removed for authorised use such as for tuckshop purchases
- Student mobile phones are to be kept on silent or switched off whilst they are stored in the school bag
- Students must not remove their mobile phone during the school day for other non-approved use such as for accessing social media, playing games etc
- The school takes no responsibility for student mobile phones brought onto the premises that may be lost, stolen or damaged. They remain the responsibility of the student and their family

All Students

If a student needs a mobile phone on a regular basis, then a written note of explanation signed by the parent should be given to the relevant classroom teacher. If a student requires their mobile phone to be in their possession during the day due to medical reasons, a written note of explanation would only need to be provided to the school initially, which would cover the year or period required.

Mobile devices should not be used in any manner that is disruptive to the normal routines of the school or to other people (this includes the sending and receiving of text messages or pictures). It is inappropriate for mobile phones to be switched on before, during or after school, unless they are being utilised for an approved usage, such as a tuckshop purchase. Students are not to use their mobile device to 'hotspot' to another device or laptop etc to bypass the school ICT system. This would be in breach of school policy and students may face disciplinary action.

Students are prohibited to use mobile phones during field trips, excursions or other associated school activities. Arrangements will be in place for communication with staff members in the case of an emergency.

4. Inappropriate Use of Technology

The following activities are prohibited for students and considered to be inappropriate use of technology:

- Installing apps or extensions or accessing games which contradict our mission as a Christian school
- Illegal use or transmission of copyrighted materials without permission
- Any action that breaks existing school rules or policies, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, racist, violent, illegal, pornographic, obscene, or sexually explicit materials
- Participate in cyberbullying by transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients
- Spamming-sending mass or inappropriate emails
- Accessing another student's accounts, files, data or personal information without permission
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the internet unless specifically instructed to do so by a teacher for appropriate educational purposes
- Vandalism or malicious attempts to harm or destroy hardware, software or data
- Making photographic, video, or audio recordings of any member of our community without their explicit permission
- Use of chat rooms or sites that buy or sell student work

- Use of any messaging services not authorised by the school or parents
- Modifying the operating system other than changing appropriate personal settings
- Using backgrounds or themes which are not consistent with the Christian ethos of the school
- Students are not allowed to use another student's device without the explicit permission of its owner
- Use or possession of hacking software or tools is strictly prohibited.

5. Consequences of Inappropriate Use

The devices, computers, cabled and wireless network and server infrastructure are expensive facilities which can only be maintained in good working order with the full co-operation of staff and students. Therefore intentional, substantial disruption in this area will be taken very seriously.

Student users need to recognise that the use of school ICT is a privilege and not a right and should treat it as such. Students are expected to follow the same rules for appropriate behaviour and respectful conduct online as offline.

Instances where learning is disrupted because of the inappropriate use of the device, e.g. playing games/using apps at inappropriate times, not recharging the device, or using apps inappropriately will result in loss of device for personal use and the device will be left at school overnight and at weekends.

Instances where there have been severe/malicious infringements, e.g. using the device to invade another student's privacy (e.g. taking/editing photos without permission), using the device to slander/bully/hurt others, using the device to download/store illegal/ inappropriate copies of movies/ music/ pictures, will result in confiscation of the student's devices and will be referred to the office and managed within the school's Restorative Justice process. Parents/guardians will be requested to meet with administration to discuss the consequences of the student's action.

Any device, whether owned by the school or personal, may be confiscated or accessed if it is believed that:

- There has been or may be a breach of the school rules or policy
- There may be a threat of harm to a student or others or system security, or
- The device is not being used for education purposes while at the school.

Any student whose use of school ICT is inappropriate or violates any of the conditions and responsibilities outlined in this policy may have their privileges restricted, access to the school ICT limited or suspended. The appropriate St John's Lutheran School policies will be applied, with misuse of school resources or violations of this policy can result in disciplinary or other action. Dependent on the nature of the inappropriate or unacceptable use, an appropriate law enforcement agency or government agency may be notified.

6. Electronic Surveillance and Monitoring

St John's Lutheran School reserves the right to monitor usage by students that is conducted on any device connected to the school network and on school issued devices on any network. This includes all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails. All activity over the school network or using system technologies may be monitored and retained.

St John's Lutheran School authorised staff have the right and ability to access, monitor, use or disclose the content of emails, documents, searches, history and social communications, including specific keywords and phrases, and associated data. Students must not delete any history on the device, which can be checked at any time by authorised staff. This is for the purpose of administering the system

and maintaining its integrity, and ensuring its proper use, including but not limited to child protection and wellbeing purposes.

7. Copyright and Plagiarism

Users should not plagiarise (or use as their own, without citing the original creator) content, including text, images, programs, music and video from the internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

Users are to respect the right of intellectual property of other people and to respect all copyright laws. If a user is unsure whether copyright laws are being respected, they need to raise the question with their teacher.

<p>Legislation / References:</p>	<p>Anti-Discrimination Act 1991 (Qld) Copyright Act 1968 (Cth) Human Rights Act (Cth) Privacy Act 1988 (Cth) Racial Discrimination Act 1975 (Cth) Sex Discrimination Act (Cth)</p>
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