1:1 LEARNING TECHNOLOGY PROGRAM

Information Handbook

2024

St Francis College Crestmead

In Simplicity and Harmony

ST FRANCIS COLLEGE 1:1 LEARNING TECHNOLOGY PROGRAM

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ST FRANCIS COLLEGE 1:1 LEARNING TECHNOLOGY PROGRAM

POLICY: IT ACCEPTABLE USE

1. 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 must be read in conjunction with: Information Security policy; Privacy policy; Records Management policy; and Catholic Education Archdiocese of Brisbane Code of Conduct.

2. RATIONALE

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

3. POLICY STATEMENT

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

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

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

4. 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
- compliance: IT resources must be used in a way that meets due diligence requirements and complies with standards and procedures. This includes systems and applications used in schools.

5. REFERENCES
- Catholic Education Archdiocese of Brisbane Code of Conduct
- Information Security policy
- Privacy policy
- Records Management policy.

1:1 LEARNING TECHNOLOGY PROGRAM – AN EDUCATIONAL AND CATHOLIC PERSPECTIVE

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 2012)

The Alice Springs (Mparntwe) Education Declaration identifies the important role education plays in building a nation's prosperity and an individuals' fulfillment and productivity. This document promotes two goals:

i. Promote equity and excellence for all;
ii. Provide opportunities for all young Australians to become successful lifelong learners, confident and creative individuals, and active and informed citizens.

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)

Learning and living are not two separate endeavours that students engage with in isolation. Technologies and their uses are pervasive across all areas of our society and modern living. In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

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1:1 LEARNING TECHNOLOGY PROGRAM AT ST FRANCIS COLLEGE

Students at St Francis College participate in a 1:1 Learning Technology Program in Years 4-12. Each student will be issued with a school-owned device for their educational use whilst enrolled at the college. Within Years 7-12 the device will be under the capacity of a 'take-home' agreement.

1:1 LEARNING TECHNOLOGY PROGRAM: THE ROLE OF THE COLLEGE, STUDENTS AND PARENTS

The role of the college, student and parents in St Francis College 1:1 Learning Technology Program are outlined below, with the associated actions and responsibilities listed in the following section.

THE ROLE OF THE COLLEGE

The school provides **leadership** (vision, planning and management) to ensure that the 1:1 Learning Technology Program is driven by an educational imperative, focusing on successful **learning** outcomes and supporting the school's vision for learning. School leadership will work with teachers to create contemporary learning environments that allow students to learn. This will include engaging teachers in continuous learning to enhance their **professional practice**. As with all aspects of learning, the school values **parent and community engagement** and the important role this plays in achieving successful outcomes. The college 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 Learning Technology 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 they will help to ensure the success of the 1:1 Learning Technology 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 college 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.

COLLEGE, STUDENT AND PARENT/CAREGIVER RESPONSIBILITIES AND ACTIONS

COLLEGE RESPONSIBILITIES AND ACTIONS

The college is responsible for providing leadership for the 1:1 Learning Technology 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 college in relation to the 1:1 Learning Technology Program include:

Successful Learning
- Creating the conditions that enable the school's vision for learning to be realised;
- Ensuring that the 1:1 Learning Technology Program is driven by an educational imperative, focusing on successful learning outcomes;
- Creating learning environments that enable connected, real life learning, within which technology is used flexibly and innovatively to improve learning;
- Ensuring alignment with other school policies including behaviour, in particular ensuring that students are supported to use technology safely and responsibly.

Professional Practice
- Ensuring that teachers engage in continuous learning (through professional learning and sharing) to enhance their professional practice and the practices of their students;
- 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
- Providing parents/caregivers with information that enables them to be involved as key partners in learning, including through the 1:1 Learning Technology Program;
- Providing parents with information about the logistics of the 1:1 Learning Technology Program, including costs, parent and student responsibilities and related policies and procedures.

Technical Environment and Functional Aspects
- Driving responsible stewardship by ensuring decision making processes are collaborative, transparent and accountable;
- 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 classroom.

ST FRANCIS COLLEGE 1:1 LEARNING TECHNOLOGY PROGRAM

STUDENT RESPONSIBILITIES AND ACTIONS
Student responsibilities and actions in relation to the 1:1 Learning Technology Program include:

Educational Purpose
- 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 or data, does not inhibit the use of the device as a learning tool.

Using Technology Safely and Responsibly
- Complying with all elements of the St Francis College IT Acceptable Use Policy, Student Device and Internet Resource Consent Form and the College Behaviour Policy to ensure the safe and responsible use of technology including:
    - Applying personal safety practices by keeping personal information private and securing digital information;
    - Reporting unsafe behaviours to the school;
    - 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.

Device Management and Security
- Complying with all elements of the St Francis College IT Acceptable Use Policy;
- In the Years 7-12 take-home agreement, bring the device to the College each day ready for learning:
    - Fully charged and operational;
    - Students seek support to resolve technical problems according to the college procedures;
    - Clean and clearly labelled with authorised identification.
- Keeping the device safe and secure at all times, including:
    - Following the college and classroom rules for the use, transport and storage of devices;
    - In Years 7-12, transporting the device in the designated protective casing, and placing it in school bags whilst travelling to and from school;
    - Reporting to the college instances of loss, damage or theft of the device as soon as possible (police report may be required).
- Managing the device in alignment with the College Behaviour Policy, including:
    - Accessing the internet only through the wireless network when at the college;
    - Maintaining the network setting required to connect to the college network without alteration, unless directed to do so by the school;
    - Backing up data and updating software as recommended/directed by the college.

PARENT/CAREGIVER RESPONSIBILITIES AND ACTIONS

Responsibilities and actions for parents in relation to the 1:1 Learning Technology Program include:

- Maintaining an active interest in your child's education by understanding how technology is being used to support learning.
- Supporting the care and responsible use of technology by:
  - Working alongside the college to educate your child about safe and responsible use of technology;
  - Monitoring the use of the device outside of school including internet access;
  - Supporting and reinforcing school policies and procedures including:
    - St Francis College IT Acceptable Use Policy;
    - Student Device and Internet Resource Consent Form;
    - College Behaviour Policy;
    - Operational procedures and responsibilities in relation to the 1:1 Learning Technology Program including ensuring safe and secure storage of the device;
    - Acknowledging the schools right to inspect the device.
- Meeting financial obligations related to the 1:1 Learning Technology Program:
  - In 2024 the cost of participation in the program is included in the college fees;
  - Should the device be damaged, lost or stolen (excluding warranty claims) a liability cost between $50 or the full cost of device will apply;
  - Parents are responsible for the cost to replace the device if it is lost.
- Ensuring the return of the device in good working order at the end of the program cycle (3 years) or in the event of the student leaving the school prior.

COLLEGE BEHAVIOUR POLICY

RESPECT SELF
- We are respectful, friendly and welcoming to visitors, staff and fellow students
- We follow teacher instructions
- We are motivated
- We are reflective
- We try our best

RESPECT OTHERS
- We use our manners
- We respect others in their learning
- We respect others' personal space
- We respect diversity

RESPECT LEARNING
- We learn
- We have a growth mindset
- We are collaborative
- We are always on task
- We are organized with equipment

RESPECT ENVIRONMENT
- We respect school property
- We clean up after ourselves and help keep the entire school clean
- We reduce, recycle and reuse

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ST FRANCIS COLLEGE IT ACCEPTABLE USE POLICY

AIM

St Francis College provides a school-wide network of computers with internet access, printing, audio and video capabilities for student use across the campus. The network and devices are provided for educational purposes only, as directed by college staff.

ETHICAL, LEGAL AND RESPONSIBLE USE OF ICT RESOURCES

- St Francis College requires all users of its ICT resources to do so in an Ethical, Legal and Responsible manner.
- Users of ICT resources must be aware that use of college's resources is subject to the full range of laws that apply to the internet, communications, use of technology and school policies. Such laws and principles include users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification, anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.
- ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using the college resources must comply with the terms of any licence agreement for the use of software programs and any other online resources.
- Users should be aware that actions performed using college devices and resources, regardless of any disclaimers that might be made, ultimately reflect on St Francis College and its community.

USERS MUST PROTECT SYSTEMS, INFORMATION AND ACCOUNTS BY:

- Choosing a secure password - a secure password will be difficult to guess, use a combination of uppercase/lowercase letters, numbers, and special characters. This will not include basic details such as the user's name(s) or Date of Birth.
- Routinely turning the college-provided devices on to complete operating system, device, and software updates.
- Accessing the ICT resources only when authorised or directed for learning purposes.
- Only downloading, installing, or using authorised software for educational use. Students are not permitted to remove, disable, or modify existing software that was pre-installed or later added for specific purposes.
- Reporting any breach or potential breach of devices or network security to ICT staff and or a member of the College Leadership Team as soon as possible.
- Report any technical issues or physical breakages to ICT staff as soon as possible.
- Alerting the ICT staff of a lost or stolen device.
- Signing of the 1:1 agreement.
- Charging devices at home outside of school hours.

ST FRANCIS COLLEGE IT ACCEPTABLE USE POLICY

UNACCEPTABLE CONDUCT BY USERS WHICH COULD RESULT IN A BREACH OF SECURITY OR PRIVACY INCLUDES:

- Disclosing your BCE username and password details to another person.
- Disclosing other private or confidential information to unauthorised persons.
- Gaining unauthorised access to any systems or services by any means.
- Using ICT resources to attack or compromise another device, system, or network.
- Downloading, installing or using unauthorised software programs.
- Deliberately installing any sort of harmful software or virus.
- Accessing or intercepting others' electronic communication without their consent.

COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Users must not, through the use of these resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos or any other form of media.

Failure to comply with the above requirements will result in sanctions such as loss of network further disciplinary action and police investigation. The Network Administrator reserves the right to access student files and conduct periodic security checks of the user's device and network activities.

STUDENT AND PARENT RESPONSIBILITIES

- The College only has access to monitor and fully control the device while it is connected to the BCE network, it is the responsibility of the parent/guardian to monitor how and where the device is being used outside of school grounds.
- It is the responsibility of the student to make sure their college-issued device is kept in their possession and in good physical condition while on or off campus. If any damage occurs to the device, a $50 repair administration fee will be payable to the college for the first incident (for each contractual year) and any further incidents (in the same contractual year) are calculated based on the severity of damage which is quoted by the manufacturer for repair.
- In the event of a lost or stolen device, a detailed report and a Queensland Police Reference number must be provided to the College, and parents/guardians will be charged up to the full cost of the device for replacement.
- It is the responsibility of the parents/guardians to replace a charger if it is lost or stolen on or off school grounds, a replacement charger is purchasable from the College for $30.
- The device is fully charged at home and securely transported inside the provided protective bag between classes, to and from school every day.
- The device is only used by the assigned student and not by any other users such as family members or other students.
- All files need to be backed up to the BCE OneDrive in case of technical or hardware issues that require the device to be reset (students are provided with up to 1TB of cloud storage).
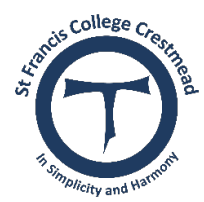
ST FRANCIS COLLEGE IT ACCEPTABLE USE POLICY

USER AGREEMENT AND CONSENT FORM

This Acceptable Use Agreement Form must be signed and returned prior to students being granted access to the internet and other information and communication technology resources used or provided by the College.

Parents are encouraged to review and discuss the contents of the Acceptable Use of Computer Resources Policy with the student and answer any questions that they may have.

By signing this Consent Form, both Parents/Legal Guardians and students:

- are agreeing to the terms of access set out in the Policy. This is applicable to all use of school-provided devices at all times, including use outside school and at home;
- acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result;
- acknowledge that they are accountable to College staff when using their device at the College and to the Parent/Guardian when using the device away from the College.

STUDENT CONSENT

As a user of the St Francis College and Brisbane Catholic Education network, I agree to comply with all requirements as set out in the Computer Acceptable Use Policy and all other laws and restrictions in my access and use of various information and communication technology through the BCE and school network.

Student Name: _____   VPC Class: _____

Signature: _____   Date: _____

PARENT/GUARDIAN CONSENT

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services and the Internet. I will support school policies and procedures set out above for my child to follow when selecting, sharing or exploring information and media.

I understand that access is granted to students subject to the guidelines and expectations in the Computer Acceptable Use Policy and that, if breached, appropriate consequences may follow.

Parent/Guardian Name: _____

Signature: _____   Date: _____