

1:1 LEARNING TECHNOLOGY PROGRAM

Information Handbook

2021





1:1 LEARNING TECHNOLOGY PROGRAM

CONTENTS

1:1 LEARNING TECHNOLOGY PROGRAM – AN EDUCATIONAL AND CATHOLIC PERSPECTIVE	2
1:1 LEARNING TECHNOLOGY PROGRAM AT ST FRANCIS COLLEGE	3
1:1 LEARNING TECHNOLOGY PROGRAM: THE ROLE OF THE COLLEGE, STUDENTS AND PARENTS	3
COLLEGE, STUDENT AND PARENT/CAREGIVER RESPONSIBILITIES AND ACTIONS	4
COLLEGE BEHAVIOUR POLICY	6
ST FRANCIS COLLEGE IT ACCEPTABLE USE POLICY	7
CONSENT YEARS 4-12.....	8

1:1 LEARNING TECHNOLOGY PROGRAM

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.



1:1 LEARNING TECHNOLOGY PROGRAM

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.

1:1 LEARNING TECHNOLOGY 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.

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.

1:1 LEARNING TECHNOLOGY PROGRAM

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 2021 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



1:1 LEARNING TECHNOLOGY PROGRAM

ST FRANCIS COLLEGE IT ACCEPTABLE USE POLICY

AIM

St Francis College has provided a school-wide network of computers with internet access, printing, audio and video facilities for student use across the campus. The network is provided for educational purposes only, using activities as directed by class teachers.

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 these resources is subject to the full range of laws that apply to the internet, communications and to the use of computers, and school policies. Such law and principles includes users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and 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 resources must comply with the terms of any licence agreed to for the use of software programs and other online resources;
- Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on St Francis College and the community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

USERS MUST PROTECT SYSTEMS, INFORMATION AND ACCOUNTS BY

- Choosing a secure password which is changed the first time it is used (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth);
- Maintaining windows updates by turning them on and accepting all updates;
- Using access to ICT resources only as authorised;
- Respecting the privacy and confidentiality of information that they may come across through access to the resources;
- Only downloading, installing or using authorised software;
- Reporting any breach or prospective breach of network security to the appropriate technical personnel or the school principal;
- Reporting any damages directly to IT;
- Alerting the IT department of any lost or stolen devices;
- Charging of devices.

1:1 LEARNING TECHNOLOGY PROGRAM

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

- Disclosing your username and password details to another person;
- Disclosing other private or confidential information to unauthorised persons;
- Gaining unauthorised access to any systems by any means;
- Using ICT resources to attack or compromise another system or network;
- Downloading, installing or using unauthorised software programs;
- Deliberately installing computer viruses or other malicious programs;
- Accessing or intercepting others' electronic communications without permission.

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 guidelines will result in sanctions such as loss of network access, further disciplinary action and police investigation. The Network Administrator reserves the right to access student files, conduct periodic security checks of user's activities on the network.

CONSENT YEARS 4-12

I confirm that I/we have read and understood the school's:

- Student Device and Internet Resource Consent Form
- College Behaviour Policy
- 1:1 Learning Technology Program Information Handbook
- Signed the 1:1 Parent Slip Online