



2020 Our Lady's Assumption

ICT / 1:1

Acceptable Use Agreement

Rationale

The Our Lady's Assumption ICT Acceptable Use Agreement relates specifically to the 1 to 1 device program and the use of any technology throughout the school.

Our Lady's Assumption supports the belief that through information and communication technologies we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. This integration of technology into learning enables students to find, explore, analyse, exchange and present information. It is vital for our students to develop the skills necessary to create and use information in a collaborative, effective and creative manner. This program supports our school vision of fostering 21st Century Learning by encouraging Communication, Collaboration, Creativity and Critical Thinking.

The HP device is supplied for your child's educational needs. It will be used to complement learning in the classroom, allowing access to many resources. It provides an opportunity for the teacher to deliver content via an engaging medium, allows children to create content in many forms and enables the teacher to differentiate learning in the classroom.

This document's purpose is to ensure that parents and students are aware of their responsibilities when using their school device.

HP Device Student Responsibility

All students are responsible for their device and are expected to:

1. Have their devices fully charged; chargers and cables are to be left at home. (except in the event of a rapidly draining battery)
2. Ensure content that is on the device is suitable, age appropriate and legal.
3. Regularly maintain storage by using Onedrive and Teams.
4. Each day clean the screen on their device.
5. Report any damage immediately to a teacher or parent.
6. Use their device for their sole usage and purpose, hence, not loan their device to another student without permission by the teacher.
7. Transport and store their device in a safe and secure manner at all times. When not in use, ensure it is in its protective sleeve.
8. Never leave their device unattended when in use. Never leave the device on the floor.
9. The device itself and its cover must remain free of any writing, drawing, stickers or labels except for name tags.
10. Ensure that the stylus is kept in good condition and with the device.

Acceptable Use

Students are expected to use the HP device and internet access offered by the school in a responsible and ethical manner and follow the Our Lady's Assumption ICT Acceptable Use and Code of Conduct Agreement.

Acceptable use shall include, but is not limited to:

1. Following teacher's instructions.
2. Unlocking/Logging into the device as soon as a teacher or parent asks.
3. Notifying teacher of the password/code if it is changed.
4. Accessing only the information that the teacher has directed.
5. Only accessing the applications the teacher has requested.
6. Only accessing the websites the teacher has requested.
7. Seeking the teacher's permission before sending any form of electronic messaging, if applicable.
8. Audio or video taken at school cannot be transmitted, broadcast or transferred without the teacher's or OLA administrators' permission.
9. Using polite and courteous language if an opportunity arises to communicate via the device.
10. Informing the teacher or others when using the camera and audio recording functions. This includes asking permission before taking photos or video of others.
11. Correctly acknowledging the work of others according to copyright laws.
<http://www.smartcopying.edu.au/information-sheets/schools/students-and-copyright>.

12. Respecting the privacy of others including other students and staff members.
13. Informing the teacher immediately if you have accidentally accessed inappropriate material.
14. Handling all OLA ICT equipment with care.

Unacceptable Use

1. Identity theft will not be tolerated.
2. Using ICT without permission or without supervision by a teacher.
3. Not unlocking the device as soon as asked by a teacher or parent.
4. Visiting any site that has not been approved by a teacher.
5. Using the Internet to access offensive or inappropriate information.
6. Interfering with any digital content belonging to others.
7. Downloading anything without the teacher's permission.
8. Bullying, frightening, annoying or upsetting a person using the device is strictly prohibited.

Loss or Damage

In the event of loss or damage, students must immediately report the incident to their teacher and parent. The damaged device must be handed to the class teacher as soon as possible. A replacement device will be provided (as soon as possible) in the interim, while the device is repaired. Upon completion of repairs, the original device will be returned to the student.

Device Connectivity (School and Home)

School

At Our Lady's Assumption all internet usage is monitored by system wide software. The software and firewalls are system wide, encompassing all Catholic schools in WA. This creates the safest online environment for your child as internet content is filtered as much as possible. Even with this secure environment in place it is not foolproof, and as such emphasises the importance of the Acceptable Use Agreement.

Home

When at home the device is not connected to the OLA Wifi, thus the device may need to be connected to each student's home Wifi. Hence, the device will not benefit from the internet filtering that it uses at school.

Each family must monitor internet usage in their own way.

It should be noted that this would be no different to any other device currently in the home such as tablets, phones, Playstations, Xbox, Wii, Switch and home computers.

Internet usage should be physically and digitally monitored to ensure your child's online safety.

Physical Monitoring

- Where do your children use devices and access the internet?
 - Do they sit in their rooms unsupervised?
 - Are internet capable devices kept in open family areas?
- Where do your children charge the devices?
 - Devices should not be charged in bedrooms.

Digital Monitoring

- What websites are your children looking at?
- Do you use any filtering/nanny software such as Curbi, Qustodio, Zuludesk parent, Open DNS or ISP services?
 - Top 10 Parental control apps of 2020 - <https://tinyurl.com/w3vgeug>
 - Best Parental Control Apps 2018 - <https://tinyurl.com/r9eyk52>

The school will not be held accountable for content viewed on the device when not on school grounds.



Parent / Student Device Agreement 2020

STUDENT

The use of Information Technology while at school is a privilege and not a right. I understand that if I am in breach of the Our Lady's Assumption Acceptable Use Agreement, I may lose my HP device and technology resources privilege.

I, _____ (student name) have read and discussed this agreement with my parent(s). I accept the terms by which I shall use my HP Device at Our Lady's Assumption.

PARENT/CARER

As the parent/guardian of _____, I give permission for my child to have access to a one to one device while at Our Lady's Assumption. I have read and discussed the terms of the agreement with my child; and will support Our Lady's Assumption in the implementation of this Acceptable Use Agreement.

It is my responsibility to report and where appropriate, remind my child of the commitment made to the school when signing this device agreement.

STUDENT

Name: _____

Signature: _____

Device Serial Number:

PARENT / CARER

Name: _____

Signature: _____

Name: _____

Signature: _____