



SOURCES OF AUTHORITY

CEWA Policy	Education
Executive Directive	Use of Information and Communication Technology

AIM

The School's internet, devices and computing facilities are primarily intended for use in the teaching, research and administrative functions of the School. A range of online education tools are utilised to enhance the teaching and learning process.

DEFINITIONS

Devices – This includes iPads, laptops, and desktop computers.

SCOPE

All students, teachers and parents must read and sign the Acceptable Use Policy.

GUIDELINES

Devices at school

Students from Kindy to Year 3 will have access to a bank of shared iPads in each of their classrooms. These are not to be taken home

Students in Years 4-6 have the option to bring their own device to school. This device must be an iPad which meets the required specifications of the school. It is not compulsory for students to bring their own devices and anyone who does not, will have access to a device in the classroom. All students from Year 4-6 who bring a device to school will also have Jamf installed to allow school-purchased apps to be pushed out and to hide games on the iPad while on the school's wifi.

Students from Years 7-12 are required to bring a device to school. The preferred option from Term 2 2022 is a laptop, however existing students, currently using an iPad may continue to use it until such time as it needs to be replaced. At that time, we ask parents to change to a laptop. Minimum specifications are on the school website.

Digital Etiquette

The following is a list of the expectations students are to understand and accept when using mobile devices at school. Students are expected to:

- Provide their device to teachers upon request.
- Follow all teacher directions including when to use the device.
- Have the volume of devices muted or use headphones as instructed by the teacher.
- Use appropriate manners when communicating electronically.
- School programs will take priority over personal data. Teachers have the right to delete personal data and download appropriate apps.

Digital Access & Use

- Students are required to maintain their personal device by having it fully charged each morning, updated with the most recent operating system and cleaned, students are also encouraged to place their device into an appropriate cover for device safety.
- Students are expected to utilise access to various communications offered by the School in an appropriate and safe manner.
- Students are required to report any damage immediately to Administration and complete an incident report if caused through malicious intent.
- Students must not publish photographs/video to any online network or shared space, unless instructed by a teacher.
- Students may not access their personal digital devices during recess or lunch.

- Students should not loan their device to another student and are responsible for the safety and use of their own device.
- Students must only download appropriately rated applications, programs and audio-visual materials as outlined by the regulations from the Australian Federal Police.
- Streaming of music, movies and whole episodes of programs is not an acceptable practice by students, unless directly linked to the class objectives and permission has been obtained from the class teacher.
- Accessing inappropriate material is not permitted. Inappropriate material includes – pornography, extreme violence, gambling, terrorism, racism, political extremism, illicit drug manufacturing, advice or soliciting in these areas and ‘Hacking’ secure sites or material deemed inappropriate by staff of the School as directed by the School Principal.

Consequences of Violating this Procedure

Students will be dealt with through the normal School Behaviour Management Procedure. However, in addition, access to digital devices may be restricted or denied for periods deemed appropriate according to the magnitude of the offence.

A device can be confiscated by the teacher at any time if they are used inappropriately. Once confiscated, the device will be taken to Administration, recorded and stored for any time deemed appropriate by the teacher. (All incidences and parent communication will be logged into SEQTA).

- First confiscation – the device is taken to the office and returned at the end of the day
- Second confiscation – the device is taken to the office and returned at the end of the week
- Subsequent confiscations – will result in a meeting between the student, parent/guardian and the Head of School.

The School may consider punitive action against any person using the device if, after appropriate investigation that person is found to be:

- responsible for wilful physical damage to any of the computing facilities;
- in possession of confidential information obtained improperly;
- responsible for wilful destruction of information;
- responsible for deliberate interruption of normal services provided by the School;
- responsible for the infringement of any patent or the breach of any copyright;
- gaining unauthorised access to accounts and passwords;
- gaining access to restricted sites or areas without appropriate authority.

Virus Control

Staff and Students are not permitted to use any removable media, such as USB drives and portable hard drives, with school equipment, unless it has been cleared by the ICT Manager. Staff and students will be encouraged to utilise the cloud storage.

Loss or Damage

It is the student’s responsibility to make sure their personal electronic device (iPad or laptop) is kept safe and secured when not in use. The Parent/Guardian of the student will be required to cover the cost of repairing/replacing their child’s device due to loss or damage. In the event of theft or deliberate damage whilst at school, students should report the incident immediately to their teacher or to the Head of School.

Where theft occurs whilst not at school, parents should report the incident to the Police. The school does not provide insurance cover for personal mobile devices brought to the school. It is a parent’s responsibility to ensure your child’s device is covered when away from home.

Authorised by	Andrea Woodgate	Signature:	
		Date:	20 April 2022
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