

*Information &
Communication
Technology -
Policy & Protocols
to Support Learning*



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Information & Communication Technology - Policy & Protocols to Support Learning

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Information and Communication Technology: Policy and Protocols to Support Learning
AUTHORS:	S. Leslie; R. Hall; M. Swanborough
ACKNOWLEDGEMENTS:	
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	https://www2.education.vic.gov.au/pal/digital-learning/policy

KEY DATES

ISSUE DATE:	2021
REVIEW DATE:	2023



1. RATIONALE

This policy is to guide the College in implementing the ICT and digital technologies component of the curriculum in a safe, balanced and appropriate way, that supports and enables learning. The use of digital technologies is a mandated component of the Victorian and National curriculum design, and their use is integrated into most Key Learning Areas. The use of ICT and digital technologies are found in the Digital Technologies learning area as well as 'ICT capability', which is an overlay across all learning areas.

The College invests heavily in digital technologies to ensure that:

- there are strong, reliable systems in place that allow access and information sharing
- all staff members and students have functional, appropriate devices to achieve the desired outcomes
- that there is immediate help and support available to address problems arising promptly.

Digital technology is viewed as a tool of learning and teaching, and not an end in itself.

Its use by all members of the College community is to be based on clear ethical and practical boundaries to ensure that devices and the ever-developing technology is used safely and appropriately for the benefit of all, to avoid harm and abuse.

This document seeks to provide clear guidance and protocols for the ethical use and integration of digital devices and Information and Communication Technology within the learning programs of the College.

“The question is no longer whether technology should have a place in the classroom, but how technology can most effectively be integrated

“Technology itself is unlikely to improve young people’s learning, but the pedagogy behind it can.”

The College has developed a Digital Devices and Learning Strategic Plan 2021-23, which guides the ongoing use and management of this critical element of education in the College curriculum. (We need this!)

2. AIMS

- Digital learning will be consistent, sequential and well-managed across all year levels
- Digital devices will be selected to be up-to-date, age-appropriate and managed to best support excellent teaching and student learning.
- Teachers are well-trained and supported in the use of digital devices in the classroom
- Teachers are highly discerning in what is accessed through the internet, aware of what students are doing at all times and clear about protocols and ethical usage in the classroom.
- Digital technologies will enhance rather than detract from a focussed and productive learning environment.
- Guidelines for ethical use are clear and well-known by students and staff.



3. POLICY

It is our policy that:

- the use of ICT be managed through a ‘whole-of-College community’ approach involving students, staff and parents/carers
- ICT education strategies be implemented within the College on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use
- staff act as positive role models in use of ICT
- parents model appropriate use of digital devices in the home and whilst the student is in school. Parents should not use digital devices to contact students during class times.
- there is appropriate use of ICT for educational purposes
- our ICT policy is reviewed on an annual basis against best practice.

The following initiatives form part of our overall ICT strategy:

- we provide a *structured curriculum* with age appropriate information and skills relating to ICT use
- education, training and professional development of *staff* in appropriate ICT use
- the regular provision of *information to parents/carers* to raise awareness of inappropriate use of ICTs as a College community issue
- the promotion of a *supportive environment* that encourages the development of positive relationships and communication between staff, students and parents/carers
- all student, and staff login details and passwords are to be kept confidential to prevent others accessing their accounts. Staff and students will enter new passwords when they receive their new laptop device. These passwords will be substantial, and use of biometrics to enter the laptop will be the recommended way of logging into their devices.
- access to College networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection.
- approval must be sought before connecting privately owned ICT equipment and devices to College networks to avoid the risk of malware
- prevention of inappropriate usage by students including:
 - participation in non-educational activities such as the purchase and/or sale of products or services
 - illegal activities such as threatening the safety of others or engaging in criminal activity
 - tampering with or damaging computer hardware or software
 - making, installing or downloading copies of software that is not licensed by the College
- any inappropriate internet sites accidentally accessed, incidents where students are offended by another person’s use of ICTs and suspected technical security breaches must be immediately reported for investigation
- appropriate copyright clearance is sought, and the source of any information used or published is acknowledged, to avoid plagiarism
- the College reserves the right to monitor, traffic and review all content sent and received on the College systems
- breaches of acceptable usage ICT contracts will result in disciplinary action
- records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate
- statements supporting appropriate ICT use are included in student communication



4. GUIDING PRINCIPLES FOR ETHICAL USE

The TECH SMART acronym is an option for helping students navigate the ethical waters of their digital world.
Christopher McGilvery, Angelo State University

T - Take care of technology equipment and software programs.

Look after your equipment, especially if it is provided by the College.
Be careful what you download, click and share.

E - Explore carefully: identify appropriate and safe sites for learning and research.

Many websites contain inaccurate or false information. Teachers can provide a list of approved websites. Learn how to evaluate websites and assess whether the content is trustworthy and accurate.

C - Copyright law, the Fair Use Act and Creative Commons matter.

Copyright and related laws will help ensure learners follow the rules in using and sharing content. Using another person's data, words or ideas without acknowledgement is a kind of stealing!

H – Harassment and cyberbullying are not tolerated.

Do not use the internet or social media to say cruel, hurtful or untrue things about or to another person.
Do not post images of another person without their permission.
Report cyberbullying to your teacher or Head of School if it occurs.

S- Social Media: protect your identity.

Without seeing faces, people can easily overshare in a digital world. Authorities and future employers look up candidates' social media accounts to see how they represent themselves in public.

M – Manners matter! Respect the 'netiquette' of digital interaction.

'Netiquette' comprises the rules of an online community. Sloppy writing in online forums, device distraction while in conversation, and sending of unsolicited emails are a few examples of poor netiquette. Understand what makes good and bad netiquette and practice good manners online.

A - Always give credit to the original source of data and information.

Like citing references in written assignments, recognise the importance of using online citations to respect copyright laws and avoid plagiarism.

R – Responsibility is a choice! aim to be effective, thoughtful and ethical digital creators.

Learn how to use technology responsibly, allowing teacher oversight. Choose to be responsible in the way you use the resources of the internet and digital devices.

T – Think before you click!

Think about technology's purpose in all digital interactions. Be wise and thoughtful about what you are creating online before you click or write. Be aware that looking at porn or violence online damages your thinking and reduces your empathy and care for others. Think before you click!

'Technology brings ethical issues to the forefront long before students learn to handle real-life situations from an ethical standpoint.'

'Christian education involves providing a biblical, ethical framework for all aspects of life – decision-making, behaviour, building and sustaining relationships'



Student Personal Computer Program- Guidelines

OVERVIEW

Students are provided with personal computers as a part of their essential equipment for education at St Andrews. Digital devices are such a part of life that it is vital we teach age-appropriate skills and ethical usage as a part of the learning program in every year level.

Christian Education helps students to understand life on the basis of biblical truth, so they are motivated to walk with God and serve Him in their lives, becoming a positive Christian influence in the world. To this end we are a community of learners which seeks to integrate **Information and Communication Technology** in a meaningful way to enhance learning and teaching in all curriculum areas.

The College actively supports the use of digital technologies within the teaching and learning program in a range of practical ways, which includes the College infrastructure and networks, managed passwords and security and an accessible helpdesk for technical support beyond that provided by the classroom teacher.

The use of ICT enables students to access a variety of opportunities to learn, engage, communicate, and develop skills that will prepare them to be successful in work and life, but also positive role models of using digital devices and the resources of ICT ethically. The College is committed to the development of individual 21st century technology and communication skills. As such, the College has developed a program for the provision and use of digital devices.

THE COLLEGE LAPTOP PROGRAM

Each student, commencing within Year 7 and Year 10, is assigned a laptop that provides wireless access to the internet and College network resources along with software, ongoing training, laptop support and maintenance. The laptop assigned to each student is the property of St Andrews Christian College and is for the student's use during the school year at school and at home. **Students may not use their own laptop equipment at school.**

The Laptop Program at St Andrews affords students equitable access to hardware, software and network resources. The laptop is a technology tool for learning and developing communication, collaboration and problem-solving skills necessary for participation in learning, communication and leadership in a global community.

Resource elements included for devices supplied by the College:

- Laptop/Tablet computer, power adaptor, active pen and protective carry bag.
- The device comes with a standard software image which includes the OS, Microsoft Office, antivirus software, Zoom, and specialised curriculum related software as per subject. The image also includes internet monitoring software which monitors student online activity **both at school and at home.**
- Accidental Damage Protection Insurance- The College provides insurance for the laptops for accidental damage. There may be an excess that is charged for each breakage.



- The College may provide a replacement device for extended repair times resulting from a warranty issue or a repair covered under the insurance scheme.
- Students need to provide an effective means of backing up their data. Options for this might include USB drives, external hard drives, and/or an online service such as Microsoft OneDrive.
- Replacement of lost or damaged accessories (these are not covered under the warranty) are available for purchase. Students are expected to maintain these in appropriate working order and bring them to every class.

OWNERSHIP

The school will provide laptop devices to all teaching staff, and some support staff (at the discretion of the business manager).

The school will provide laptops to all students Year 7 – Year 12.

The school will provide iPads to all students in Prep to Grade 6. These devices will be class sets and will not be able to go to the home of the students unless there is a lockdown. If this is the case, the protocols for online learning will apply (refer the Online Learning Policy)

The College owns the device, power adaptor, active pen and carry bag. As such, they remain the property of the College for the duration of the program. The College Laptop Program is partly funded through the Year Level Levy for a three-year period.

- Students and Staff have the use of the device whilst they are enrolled at the College.
- Students and Staff leaving the college will be expected to return the device in good working order prior to exiting.

FINANCIAL AND OTHER RESPONSIBILITIES OF THE FAMILY

Use of the device by the student is governed by St Andrews Christian College Policies- including the St Andrews *Information and Communication Technology Policy*, *Prevention of Bullying and Harassment Policy*, and *the Behaviour Management Policy*. **Subject to the provisions below regarding warranty and insurance, the parents/caregivers agree to:**

- *Keep the device in good order and repair, properly operated, observing all the manufacturers recommendations in respect to operation.*
- *Indemnify the College for any loss or damage resulting from the use of the device.*
- *Not alter or make any addition to the device without the written consent of the College. Students may not alter any identifying product number or mark on the device.*
- *Keep personal control of the College provided device and not attempt or proposit to sell, dispose of, lease or encumber the device or any interest in the device.*
- *Pay the excess arising out of any capped repair program claim.*
- *Pay for any repairs to the device should they be the result of negligent or irresponsible behaviour.*



- *Ensure that students fulfil their responsibilities as outlined.*
- *Be vigilant in supervision of proper usage of the device at home, especially whilst the students are using the internet.*
- *Ensure that their child has their device at school each day fully charged and in a condition that will enable it to be used for educational purposes.*
- *Comply with College requirements in relation to the return/transfer of the device.*

RESPONSIBILITIES OF STUDENTS:

Each student is responsible for the care and security of his own device and its components. This includes the laptop itself, chargers, pens, screens, and mouse.

Students shall:

- *Only use their laptop for education purposes.*
- *Bring the laptop to the school every day with the battery fully charged.*
- *Use the laptop with care in classrooms and specialist learning areas.*
- *Always carry the laptop inside the school-provided bag when not in class.*
- *Keep the laptop free of graffiti and stickers. A small identification sticker/label with the student's name is acceptable. This would include their full name and class.*
- *Store the device in the bag when not in use and inside the locker which must be secured with a lock.*
- *Install additional printers, scanners and other peripheral devices required for use at home.*
- *Take responsibility for the backing up of their own data and are encouraged to use OneDrive to store and manage their files. Files that are not backed up may be irretrievable if the device is damaged.*
- *Check their email regularly.*
- *Use OneNote for note taking.*
- *Ensure that the laptop is returned when requested for upgrades and re-imaging as required.*

Students shall NOT

- *Leave the device logged on when not under their direct supervision.*
- *Take the laptop to excursions or sports days, unless so instructed.*
- *Remove the identification labels from their devices.*
- *Access inappropriate or offensive material online. Material encountered accidentally during studies must be reported to the supervising staff member immediately.*
- *Copy, transfer, tamper with, or delete College-owned software. Software loaded on the devices is licensed to the College.*



- Upload games or programs onto the laptop, which is for educational purposes only.*
- Attempt to bypass the BIOS to install any other programs, streams, torrents, etc. to bypass the security of the system.*
- Remove, disable, or replace the antivirus software provided.*

If a student is found to have breached these conditions or has broken the rules of this policy or a related policy, the Head of Secondary, or other senior staff may remove that student's device or access to the network. These personnel may impose other disciplinary consequences if required.

REPAIRS AND WARRANTY

Staff laptops are not covered by accidental damage and or theft insurance. All issues regarding damage or theft should be directly communicated to the Business Manager (Darren Waterworth)

Student laptops are covered by Accidental Damage and Accidental Theft insurance according to the following conditions:

Accidental Damage Protection

If the insured Product suffers Accidental Damage, during the Period of Cover, Lenovo will repair or replace the Product subject to the applicable Excess, Policy terms and conditions. The decision to repair or replace the unit lies solely with Us and HP. If the Product is repaired it may be repaired with new or used parts. Any replaced parts will have the same functionality as the original part/s. If HP decides that the Product needs to be replaced, then We will provide a Replacement Product that may be new or reconditioned. The Replacement Product will have the same functionality as the original Product.

The number of claims on the policy is determined by the Period Of Cover selected-

- three years = three claims over Period of Cover

Theft Protection

If the insured Product is stolen from a secured office, home, Secured Locker or locked vehicle where there is clear evidence of Violent and Forcible Entry during the Period of Cover and subject to the applicable Excess, Policy terms and conditions, then We will provide a Replacement Product. **The Policy provides Cover for one Theft claim over the Period of Cover.**

Use in Schools

This Policy does not provide Cover for Theft whilst the Product is within the premises of a kindergarten, primary or secondary school or any other educational facility unless the Product is stolen from a Secured Locker whilst the User is in attendance, with clear signs of Violent and Forcible Entry.

Completion of the Program

At the completion of the Laptop Program laptops will be returned to the school in good working order. Any repairs that need to be made will be assessed and appropriately dealt with. This may incur extra fees to the student for any deliberate damage to the laptops.

If a student leaves the school during the course of the laptop program they will need to return the laptops in good working order. Any repairs that need to be made will be assessed and appropriately dealt with. This may incur extra fees to the student for any deliberate damage to the laptops.



The school, at the discretion of the Business Manager, will dispose of the laptops in a way that seems best to them at that time. This may or may not include the laptops being sold back to the student for a fee.

Device Recalls

From time to time, and at the end of every year, the laptop device will need to be recalled for maintenance. The laptop must be provided to the IT Helpdesk (Techthisout) within 24 hours of receiving notification and/or at the time that is most convenient to the school. If the IT manager deems that the laptop needs immediate maintenance and/or retrieval, it needs to be given straight away to the IT Manager.

Use of the Device.

- While at the college, using a network or internet connection other than the college network is not allowed (e.g. the use of hot-spotting off a phone is NOT allowed during college hours whilst a student is on the college grounds)
- Students must NOT share passwords.
- The device is NOT to be used by any other student. The student will use their personal college network account to access their computer, learning resources or any other part of the St Andrews Network.
- The student MUST report to a teacher or IT Staff member if their network account or device has been used by another student.
- The use of the internet will be monitored by the school. Students are not to attempt to bypass the settings that the school has set up.
- Students will not be able to add/remove programs from their computers except through a specified hub that is set up by the college.
- The use of the internet will be subject to time allocations outside of school hours. The following allocations have been set up:-
 - For Year 7-10 the internet will be shut down from 10:00pm.
 - For Year 11-12 the internet will be shut down at 11:00pm.
 - For Year 11-12 the use of social media will be shut down at 10:00pm.
 - Social Media will be shut down during school hours and opened up from 4:00pm until 10pm.
 - The network and/or the device are not to be used in such a way that breaks any laws, including privacy, copyright or security laws.
- The device should never be used to store or access anything that might be dangerous or might offend other students or staff. Examples of this would be swearing, pornographic material, racist or violent content.
- All use of college IT networks, services, internet and the device must be in keeping with the values of St Andrews Christian College.
- All users of the network should be treated with courtesy and respect.
- At NO TIME should anyone attempt to break or bypass any college network security or access any part of the network that they would not normally have access to.



ASSESSMENT AND HOMEWORK

- Students are expected to use their device for homework and assessment tasks. They are expected to back up their data to mitigate loss of files through accidental deletion or hardware malfunction.
- Students are expected to backup any files stored on this device. OneDrive is provided for the students for this purpose.
- Student are expected to upload assessment tasks on The Hub.
- Students will use their laptops as the main way of uploading assessment tasks, and/or homework to The Hub.
- The internet will shut down at 10pm for all students Year 10 and below on the school device. It will shut down at 11pm for Year 11 and Year 12 students.

CLASS USE

- Students must obey the instructions of the teacher of each class in regard to laptop use. This means that if a teacher requires the laptop to be in down position, or in full view of the staff member, the student is to comply quickly to these instructions.
- Students are not to leave their laptops logged in if they are away from their laptop.
- When in use, the device should be placed on a desk or table, and not on a student's lap or uneven surface.
- When transporting the device, the laptop is to be closed and where practical (e.g. moving from one class to another) inside the protective bag.

HOME USE

- The laptop is set up so that after 10:00pm YouTube and Social Media shut down, and do not open until 6:00am the following day.
- The laptop is a school device and is used to complete work for school. Parents should refrain from banning their child from using this device for schoolwork. If there are concerns about the student use of the school supplied laptop, parents can contact the **Head of Learning and Teaching** or the **Head of Digital Technologies** to help provide strategies in regard to student laptop usage.
- The device should not be left on and placed on a soft surface, such as a bean bag, bed, or thick carpet. There is a risk of overheating which may cause permanent damage to the device.
- The device must not be used in dusty, damp conditions or placed in situations where it can be damaged by heat e.g. in front of heaters, or in direct sunlight during the warmer months.



STANDARD OPERATING ENVIRONMENT

Computer name

The device name is a unique character string based on the student's network user ID. A student is NOT permitted to change the computer name.

Peripherals

Students may connect to printers, digital cameras, scanners, and other peripheral devices to their laptop. They should check that the device is compatible with Microsoft Windows, and that it has an appropriate signed driver.

TECHNICAL SUPPORT ARRANGEMENTS

The school will provide (through Techthisout) support for the use of all laptops, computers and iPads. This support will be limited to the contract between Techthisout and St Andrews Christian College.

The school will not provide support for school laptops and home networks, except in the form of advice.

Any issues regarding breakage, compliance and software issues should be actioned through the Ticket System on the Hub.



APPENDIX 1. STUDENT PERSONAL COMPUTER PROGRAM- AGREEMENT

Student Name _____ Year Level _____ Homeroom: _____

As with all resources provided by the College, it is important that the student takes full responsibility for the care and management of the device provided by the College, and for the impact or effect of their own actions as a result of their use of the internet and digital communication. To ensure that all digital devices are used in a manner consistent with St Andrews Christian College Policy, all students and parents are required to sign the Computer and Internet Acceptable Use Agreement.

THE PARTIES TO THIS AGREEMENT ARE:

1. **St Andrews Christian College (the “College”); AND**
2. Student’s Name: _____
3. Father / Guardian Name: _____
Mother / Guardian Name: _____

Student Declaration:

I hereby acknowledge that I have read, understood and will abide by the following agreement.

When I use digital technologies and the internet, I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful.
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel.
- working to prevent bullying by not sending mean or bullying messages or passing them on to others.
- creating and presenting my own work and, if I do copy something from the internet, letting others know by sharing the website link or other source to acknowledge the creator.

When I use digital technologies and the internet, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my passwords and don’t share them with anyone except my parents.
- only ever join digital spaces or programs with my parents’ or teacher’s guidance and permission.
- never answer questions online that ask for my personal information without talking to a parent or teacher about it first.
- know not to post identifiable information about myself.

When I use digital technologies and the internet, I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online.
- use spaces or sites that are appropriate for my age and, if I am not sure, I ask a teacher or parent for advice.
- protect my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- speak to a teacher or parent for help if I see something that makes me feel upset or if I need help.



- speak to a teacher or parent for help if someone is unkind to me or if I know someone else is upset or scared.
- don't deliberately search for something rude or violent.
- turn off or close the screen if I see something I don't like and tell a teacher or parent.

When I use digital technologies and the internet, I act responsibly by:

- only visit websites or use programs as directed by the teacher.
- look after the computers or devices that I am using.
- Never maliciously do anything to damage the Standard Operating Environment (SOE) of the college.
- Never intentionally use the computer for inappropriate, harmful or illegal purposes such as:
 - Cyber-bullying
 - Harassment
 - Accessing pornography
 - Criminal activity (cyber bullying, threats, sexting)
- Uploading in any context: images of the college logo, teachers, or student uniforms without written consent from the College
- Defaming the college or staff or
- Bringing the College into disrepute

When using my laptop, I will:

- Bring my computer to class in a charged condition with all my accessories, including mouse, headphones, stylus, and adaptor.
- Notify the IT department if my laptop is faulty or damaged as soon as I know it is faulty or damaged.
- Notify the College if my laptop is stolen as soon as it is known to be stolen.
- Not attempt to add any program onto my laptop without the school's permission.
- Never play computer games in class without direct teacher permission to do so.
- Never touch another student's computer without direct permission from that student.

Signed: _____ Date: ____ / ____ / 2022

Student's signature

Parents/Guardians Declaration:

I/We hereby declare that I/we have read and understood all the requirements and expectations of this Agreement, and I/we accept responsibility for my child's care and use of the College-provided device.

Signed: _____ Date: ____ / ____ / 2022

Father /Guardian

Mother / Guardian

College Representative:

Name: _____ Signed: _____ Date: ____ / ____ / 2022