Magdalene Catholic High School

B.Y.O.D
Learning Technology Program

Years 7 - 9

Years 10 – 12

Acceptable Use Handbook
Learning Technologies

Acceptable Use Handbook

Definition

“Learning technology is the broad range of information and communication technologies that can be used to support learning, teaching, and assessment.” (Schmoller, 1997).

Rationale

Magdalene Catholic High School is a technology rich school, which integrates technology into all aspects of learning and teaching. We believe that students at Magdalene should be equipped to deal with the digital world in which we live. To achieve this, Magdalene Catholic High School operates a 1:1 Bring Your Own Device (BYOD) Technology program for all students from Year 7 through to Year 12. This is a compulsory program and is a condition of enrolment.

This acceptable use agreement relates to the use of Information and Communications Technologies (ICTs) at Magdalene Catholic High School Narellan and applies to students and families at Magdalene Catholic High School. The purpose of this policy is to state the basis on which users are able to use ICTs at Magdalene and the acceptable use of ICTs when interacting with others in a work-related and learning related context.

Technology plays a large role in our lives. Digital devices can enhance and enrich learning opportunities both at home and at school. The vision for technology is one where:

Each student at Magdalene Catholic High School learns to develop and demonstrate the knowledge, skills, practices and values necessary to be engaged, contributing members of 21st century society.

This vision aligns with our broader School Mission statement as well as priority areas identified in the Magdalene Catholic High School Strategic Plan. Magdalene endeavors to provide staff and students with the best possible access to ICTs and other tools to support in working towards this vision.
Information and Communications Technologies (ICTs) includes:

- Access to the Magdalene local area and wide area network services, including Internet and email, through school owned or personal devices such as mobile phones, iPads and tablet devices, laptop computers and workstations.
- Access to the Magdalene infrastructure including wired and wireless networks and printing services.
- Information services including Library Catalogue, DVC Video services, online databases and electronic books.
- Cloud-based services such as Google Apps for Education, Blogger, Youtube, Edmodo, DropBox and Khan Academy.

**Duty of Care**

Magdalene Catholic High School owes a duty to take reasonable care for the safety and welfare of students when involved in school-related activities, including activities that extend to online environments. Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities and to adopt protective online behaviour.

Magdalene Catholic High School:

- Will make every reasonable effort to provide a safe and secure online experience for staff and students when using the schools online services; however, it is not possible to guarantee that users will not be exposed to inappropriate material.
- Include in its curriculum, education on appropriate online behaviors and appropriate use of ICTs.
- Cannot monitor network traffic from non-school locations.
- Reserves the right to track all data packets sent through the School’s networking infrastructure.
- Reserves the right to deny access to network resources and revoke the privilege of using personal devices in school if that use contravenes the Schools Technology Acceptable Use Policy or interferes with teaching, learning and working in any way.
- Reserves the right to confiscate a student device or deny access to network resources to a device if there are concerns regarding content on the device or in how it is used.
- Will inform parents/caregivers when a device is confiscated who will be contacted and required to meet with the Learning Technologies Coordinator, Students, to discuss appropriate action.
- With respect to personal devices under the Schools Bring Your Device Program (BYOD) **Magdalene will NOT** be responsible for:

  - Personal devices that are broken, damaged or lost while at school or during school-related activities
  - Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, repairs or upkeep).
  - Any software or hardware issues.
  - School licensed software will not be installed on student personal devices.
Student Responsibilities

Internet connected devices provide easy access to socialising, collaboration and communication tools that offer a wealth of opportunities to support and expand learning and communication beyond the school gates.

Connected devices have the ability:

• to access internet based services and resources
• to access and contribute to online networking and collaboration sites
• to capture, upload and electronically distribute images, video and audio
• to access instant message services, communicate via voice or video messaging services via the Internet, Wi-fi, Airdrop or BlueTooth technologies.

With great power comes increased responsibility for Magdalene community members who are given the privilege to use these technologies at the school.

The conduct of students at Magdalene Catholic High School is based on mutual respect for all in the school community, including themselves, and the recognition that all have an equal right to a stable, supportive and safe environment in which to learn. These values that underpin our school life extend to your digital environment and digital interactions with others.

Security

Students agree to:

• Use the school issued user name and passwords for their school network and other online accounts and not to share account details with others.
• Regularly backup all school work and personal data on a regular basis.
• Make every effort to protect from damage any School owned infrastructure and online services.
• Keep School issued equipment (loan) including MacBooks, iPads and accessories secure and not damage them in any way. Damage or loss of School owned devices and their accessories, either wilfully or through negligence, will require families to reimburse the School for the replacement cost of the lost or damaged hardware.

Use at school

Students agree to:

• Bring their devices (iPad/Macbooks) to school everyday unless there is a full day excursion or a full day sports carnival.
• Charge devices nightly so they are ready for a full school day
• Use earphones for listening to audio/visual materials to minimise disruption to class.
• Download apps and updates prior to class.
• Follow the instructions of your teacher. Technology should only be used during class when permission is granted by the classroom teacher.
• Large downloads or transmissions should be minimised to ensure the performance of electronic communications by other users is not adversely affected.
• Not bring any chargers to school
Digital Identities

Magdalene Catholic High School uses a range of Web 2.0 tools in the context of teaching and learning including Google Apps for Education, Weebly, Edmodo, Edublogs, Schoology and many more. In addition, students access a range of other social media sites in their school and personal lives. Content created through these technologies shape your digital footprint and are a part of your digital reputation – an important part of your self-respect and respect of others. It is defined by your behaviours in online spaces and by the content that you post about yourself and others. Online information could be there forever. Profiles, tagged photos, blog posts and social networking interactions will all shape how you are perceived by others online and offline, now and in the future.

A poor digital reputation can affect friendships, relationships, school work, happiness and future job prospects - so protect your digital reputation and do not post digital material that may compromise yours or other people’s digital identities.

Students agree to:

- Choose online names and avatars that are suitable and respectful.
- Set profiles to private—and check every now and then to make sure the settings have not changed.
- Not use another person’s account details either with or without their knowledge
- Not access another person’s electronic files, email or other electronic communications
- Use shared online spaces and documents with respect. Speech that is inappropriate for class is not appropriate online.
- Treat others and their ideas expressed through their posts with respect
- Keep an eye on photos tagged by your friends and remove ones that are offensive
- Think before you post! Posting personal information, including photographs could put you at risk. Once it is online, it’s very hard to take down.
- Never meet with someone you met online in real life.
- Not to use cameras, photographic or audio recording devices without the direct permission of the person being photographed.
- Not to take videos, pictures or audio of others with the intention of making fun of or hurting others.
- Not to send pictures, video or audio of other students, members of staff, or other members of the Magdalene community to others without appropriate consent.
- Not to upload pictures or videos of students, staff or members of the Magdalene community to websites for public viewing without appropriate consent.
Bullying

Cyberbullying is the use of technology to deliberately and repeatedly bully someone. Cyberbullying can include:

- abusive texts and emails
- posting unkind messages or images
- imitating others online
- excluding others online
- inappropriate image tagging

The Magdalene Catholic High School *Students Rights and Responsibilities* policy extends to online environments:

Students agree:

- Not sending harassing, obscene and/or other threatening emails or electronic communications to another person
- Not to put up with being bullied. Tell your parents, teachers or another responsible adult. Take action.
- Not to be an active bystander by speaking up and safely defending others, if you see or hear of bullying.

Email

All students are provided with an @dowstu.catholic.edu.au account. This is a Google account, which includes a Gmail account, YouTube account and access to the Google Educational Apps. All student accounts are created and managed by the Catholic Education Office Wollongong.

Students agree to:

- Check your inbox at least once a day for important messages from the school, year Coordinator and your teachers.
- Not to open attachments from senders you don’t know.
- Delete suspicious e-mails immediately - Let the IT support staff know.
- Not send unsolicited junk mail or chain letters to other people.

Offensive, inappropriate or illegal content

It is prohibited to have offensive, material inappropriate for school-aged children, illegal content or pirated content on a school owned or student-owned device that comes into the school. In extreme circumstances students may place their position at Magdalene in jeopardy.

Students agree:

- Not access, transmit or store material that is extremely violent
- Not to access, transmit or store sexually explicit material
- Not to access, transmit or store material that could be considered racist, degrading or offensive
- Not to access, transmit or store material that promotes criminal activity
- Not to access, transmit or store material that is copyrighted or pirated
- Not to access, transmit or play games or watch movies while at school or on school related activities
Academic Integrity

Classwork will require students to independently access and appropriately use a variety of online materials during their course of study. Students have a responsibility to maintain the highest standards of academic integrity in their work and ensure they appropriately acknowledge the ideas, interpretations, words or creative works of others. ‘Referencing’, ‘citing’ and ‘attribution’ are terms often used to refer to the acknowledgement of sources.

Students agree to

- Being honest about what your own work is and what is not and about where you got your information.
- Being a good scholar by listing all sources of information and citing each source as outlined in your school diary.
- Communicate what you have learnt in your own words.
- Check for a copyright notice attached to any material (text, images, computer programs, audio and video) on the internet. Just because it is online does not mean that it is copyright free.
- Not infringe Copyright law through illegally downloading copyrighted materials such as artistic works, music, video, images and computer programs without permission or licensing from the copyright owner.

This statement of policy is intended to communicate the basis on which all students are able to use ICTs provided by the Magdalene Catholic High School and the acceptable use of personal ICTs when interacting with others in our school community. It is not intended to be exhaustive and cannot anticipate all current and future uses of ICTs. If any students are unsure about interpreting the Technology Acceptable Use Policy, they are responsible for discussing this with the Principal or Learning Technologies Coordinator as soon as possible.

Supporting Documents

- Wollongong Diocesan Policy 2011 Policy on the Acceptable use of the Internet, Intranet, e-mail and other Electronic Communication Devices
- Magdalene Catholic High School Learning Technologies Policy
- Magdalene Catholic High School Digital Audio, Communications and Image Capturing Devices Policy

Basis of Discretion

The Principal reserves the right at all times to review current practices and recommend changes that are appropriate and in the best interest of the school or individual students.
BYOD – Learning Technology Program
Student Acceptable Use “Agreement”

Learning technologies resources are available to all Magdalene students. Magdalene mail and Google accounts are provided for student use in curriculum related activities and communication with teachers. The smooth operation of the school network relies on the proper conduct of the users who must adhere to the following Acceptable Use Agreement.

As a responsible student at Magdalene Catholic High School I agree that:

- I will only log onto the Magdalene WI-FI network or other digital device at school using my school issued username and password.
- I will use my school username to identify my iPad/MacBook on the school network.
- I will only use learning technologies at Magdalene (including the internet) for learning related activities.
- I will NOT access, transmit, play games or watch movies on my iPad/MacBook while at school.
- I will take care to check the credentials and reliability of any information obtained from the Internet.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of their user rights and further disciplinary action.
- I will not access, store or share offensive images, video, or audio files on my Google account, mail, iPad/MacBook or other digital storage devices. This could place my enrolment in jeopardy.
- I will abide by copyright laws by not copying and redistributing another’s work and will acknowledge the owners of copyright works.
- I will not use my iPad/MacBook or other digital technologies to harass or bully another student. This could place my enrolment at Magdalene in jeopardy.
- I will abide by conventions of etiquette and be respectful of others.
- I will not bypass or attempt to bypass the school's security and proxy settings.
- I will not reveal passwords or contact numbers over the Internet including my own.
- I will not knowingly introduce a virus or malware into any school device or network.
- I will not bypass or attempt to bypass the school's security and proxy settings.
- I will fully charge my iPad/MacBook each evening in preparation for the next school day.
- I will NOT bring my iPad/MacBook charger to school.
- I will regularly backup data on my iPad/MacBook to a computer, external hard drive or cloud based storage space.
- My parents will be aware of and monitor my use of the iPad/MacBook and the Internet at home as this is not the responsibility of the School.
- I will promptly report to staff any inappropriate material that is accidentally accessed.
- I will not tethering my iPad/MacBook to a 3G/4G enabled device to access the Internet at school.
- I will transport my iPad/MacBook in a strong and protective case at all times.
- I will not use my iPad/MacBook in the playground or corridors.
- I will keep my iPad/MacBook clean and free of graffiti and offensive stickers.
- I will take all reasonable precautions to ensure that my iPad/MacBook is not lost or damaged.

I have read and agree to abide by all the expectations listed above.

Student:_________________________________________________________ Date:__________________

Parent/Guardian:______________________________________________ Date:__________________

I recognise that if there is a breach of the above agreements I will forfeit my right to use an iPad at school.