



St Joseph's School

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Schools Digital Learning Policy

School Based Technology Equipment User Agreement 2023/24

The School Based Technology Equipment User Agreement should be read alongside the *St Joseph's Technology Policy* which includes further information about mobile phones and wearable technology devices, such as SMART watches, ear pods, speakers, etc.

This User agreement must be read and discussed at home with parents, carers or guardians. Once it is clearly understood, it must be consented to via SIMON/PAM. This agreement will remain in place until the end of Term 1, 2024.

St Joseph's Primary School is committed to the use of school based technology by students to enhance and assist their learning. We believe that Digital Literacy is vital in a world that is changing and requires global collaboration. We recognise that our students need to be vigilant and aware users of technology and as such, we also teach them how to stay safe online.

Students at St Joseph's use iPads and ChromeBooks on a secure wireless network administered by DOSCEL (Diocese of Sale Catholic Education Limited). These devices are strictly for educational use consistent with the learning outcomes of the Victorian Curriculum.

This Device User Agreement is designed to give students (and their families) clear guidelines regarding the appropriate use of the above mentioned devices. The underlying premise of this agreement is that all members of St Joseph's community will uphold the values of honesty and integrity when accessing technology and the internet.

General Use (care and use of the device)

1. I will keep the device in its protective case at all times and handle it carefully.
2. I will ensure that there is no damage to the protective case.
3. I will keep food and drinks away from the device at all times.
4. I will immediately report any breakages or accidents to my teachers.
5. I will not change the device settings.
6. I will store the device where my teacher tells me to.
7. I will always consider our school expectations of Respect, Responsibility and Care when using devices.

Content

1. I will only access the device when directed to do so by my teacher or an LSO (Learning Support Officer)
2. I will be respectful in the photos or videos I capture. I will never use them as a tool for teasing, embarrassing, annoying or bullying.
3. I will seek permission from those being photographed or recorded before using the camera and audio recording functions.
4. I will use the device to support my school learning program.
5. I understand my teachers will perform checks to monitor that I have not installed or accessed inappropriate content.
6. I will only use school directed apps or websites unless the teacher tells

me otherwise.

7. I will not delete browsing history from any device.

Email

1. I will send emails to students and teachers ONLY.
2. I will use email for learning purposes ONLY.
3. I will not use email as a way to communicate socially (chat) or inappropriately (cyberbully) with others.
4. I will not use my email to sign up to website accounts unless asked by a teacher.
5. I will report any inappropriate use of emails to a teacher immediately.

Safety and Security

1. I will only access websites at school that support my learning activities.
2. I will practice safe and responsible eSmart behaviour when online and using my device.
3. I will use appropriate language and content.
4. I will not share account names and passwords with anyone unless requested by a teacher.
5. I will not use the device, the Internet, email, or any other ICT equipment to be mean, rude or unkind about other people.
6. I will not pretend to be anyone else online.
6. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
 - Not show others

- Turn off the screen and
- Seek help from a teacher straight away

7. The following personal information should **NEVER** be put online:

- Address
- Email address
- Phone Numbers

8. The school device I use is my responsibility.

Consequences

I understand that if I break these rules the school will put appropriate consequences into place. These consequences may include:

1. A warning
2. Loss of Device (Short Term e.g. half day)
3. Loss of Device (Long Term e.g. more than one day)
4. A formal record of behaviour will be documented
5. Contact is made with parents
6. A meeting is convened with parents and teachers