



St Joseph's Primary School

Chromebook / ICT Student User Agreement 2023

Overview:

The world our students live in is increasingly being shaped by their ability to acquire, communicate, access and manipulate information using Information and Communication Technologies (ICT) and to respond creatively to emerging technologies. The ICT general capabilities are embedded across the curriculum.

St Joseph's Primary School is committed to the use of technology as a tool to:

- prepare students for their future
- enhance student learning and engagement
- achieve success and improve learning outcomes
- increase student productivity both in and outside of the classroom when completing assignments, projects and other activities assigned in classes
- promote leadership and responsibility for student's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas

“Our vision is to use technology to create an inclusive, safe and stimulating environment that promotes collaboration between students, teachers and parents to facilitate 21st century learning.”

This User Agreement is designed to give students and families clear and concise guidelines regarding the appropriate use of Chromebooks, and general online activities. The underlying premise of this policy is that all members of the St Joseph's community have a responsibility to uphold the Catholic values of our school.

We expect our students to exercise good judgment and to use technology with integrity. Our 1 to 1 learning environment in grades 3-6 provides exciting possibilities to create powerful educational journeys for our students, extending well beyond the St Joseph's learning environment. Grade F-2 will have access in class only.

Student Expectations:

1. Online Safety

To ensure student safety Online, it is expected that **students will**:

- **I will use their school login at all times** and no other student, personal or teacher's login
- I will not disclose usernames and passwords to anyone other than parents, class teacher and the school IT technician
- I will carefully consider the content they upload or post online: this is often viewed as a personal reflection of who students are
- I will act responsibly at all times
- I will adhere to all social media and online guidelines and ethics
- I will adhere to all online terms and conditions
- I will report to a teacher or adult if at any time they feel uncomfortable or unsafe online
- I will report any cybersafety concerns, content, situations to Mr. Buckley, Mr. Sandison and/or parent
- I will document and save any cybersafety issues or concerns and present as evidence to the school

- I understand that all online interactions are not private
- I will not disclose their own personal information, or that of others, online at any time - do not use full name, address, phone numbers or personal photos. Students should use Avatars only, not real photos of themselves
- I will interact appropriately in all online activities including social media - no slandering, cyber bullying, misinformation, gossip or personal attacks
- I will not use digital technologies to harass or bully others
- I will not use another person's username or password
- I will not share inappropriate content with others

2. Machine Safety and Maintenance

To ensure the safety of our digital technologies, it is expected that our **students will**:

- I will not modify the Chromebook in any other way other than instructed by school personnel (this includes restoring or resetting the Chromebook, which is strictly prohibited)
- I will close lid slowly and gently to avoid damage
- I will regularly clean the screen with a microfibre cloth
- I will keep Chromebook in a safe place with a protective case
- I will not eat or drink while using their Chromebook (this applies at home and school)
- I will carry the Chromebook with both hands and the lid closed when moving around (never hold the Chromebook by the screen)
- I will report any problems, vandalism, damage or loss of the device to the parents, class teacher and school immediately
- I will handle Chromebook with care and notify teacher immediately of any damage or attention required
- I will not exchange Chromebook with another student
- I will not disable the Chromebook or its apps
- I will not add any extensions or apps which are not authorised by the school
- **I will come to school with the Chromebook fully charged each day**

3. Data Safety

To ensure the safety of school and student data, it is expected that **students will**:

- I will protect and respect the privacy of others
- I will backup data securely by storing their work on their school Google Drive account
- I will regularly download content from their school Google Drive account and save it to a USB/External Hard Drive (provided by parents)
- I will maintain school device settings for virus protection, spam and filtering
- ***I will not download unauthorised applications, extensions, games or programs without teacher or school permission***
- I will not interfere with network systems and security settings
- I will not access the data of another user or attempt to log into the network with login details other than their own

4. Behaviour Expectations

To ensure a safe and positive environment for all, it is expected that all students will:

- I will follow teacher directions at all times when using Chromebooks
- I will ensure that the Chromebook is left on charge overnight so that it is fully charged for the next day.
Chromebooks should be charged in a designated area within the house that is NOT in a child's bedroom
- I will follow teacher directions at all times when using Chromebooks
- I will only use my own Chromebook

- I will only use my own username and password to login. If I feel my login details have been compromised I must tell a teacher or adult immediately
- I will use copyright free material only, or my own original material- images, video, music etc
- I will not use material that is not my own without including a bibliography or citation
- I will not edit other's work unless working collaboratively and with student or teacher permission
- I will not stream content (including music & video) from the internet without teacher permission
- I will keep screen sharing turned off at all times unless instructed otherwise by a teacher
- I will keep the Chromebook clean

5. Rules of Engagement

- If a teacher closes a Chromebook lid, only a teacher may open it again... this may happen if a student is not listening or following instructions
- students must understand that the school has access to all login details that students use and will be monitoring these regularly
- chat programs must be turned off at all times unless instructed otherwise by a teacher
- permission must be requested from classroom teacher before downloading any internet apps/games etc
- students will need to read all requirements set out in St Joseph's Cybersafety User Agreement
- students will need to complete a series of Cybersafety lessons to receive their Full Digital Licence
- internet history on Chromebooks will be randomly checked by teachers for review to ensure students are adhering to the user agreement
- students are responsible for software updates with guidance from teachers
- students must keep the internet history on their Chromebook until directed by a teacher to clear this
- students must only connect their device to their home wireless network, school wireless network or a network instructed by their parents
- students must only play appropriate games on their Chromebook.

Parental Expectations:

The Chromebook is owned by the purchaser therefore any damages or loss is the responsibility of the purchaser. If a Chromebook is damaged, contact LWT 1300 550 717 (or place of purchase) to arrange repair ASAP.

As Parents/Guardians we will support and ensure that:

- the Chromebook is stored and charged in a safe location (not in a child's bedroom)
- my child/children use the Chromebook to support their learning at home rather than as toy or for entertainment
- the Chromebook is treated with care
- the Chromebook is never near water or food, and is away from extreme heat
- my child is adequately supervised when working on the Chromebook, especially when online (there is no filtering of the internet at home unless it has been applied)
- I/we support the school's process in preparing children as competent and responsible users of digital technology
- the Chromebook is used exclusively by my child/children
- the Chromebook is connected to a secure wireless network
- students follow the St Joseph's Cybersafety User Agreement and the St Joseph's Chromebook Student User Agreement
- there is prompt repair or replacement of Chromebook in the event of damage or loss

Compliance / Loss of device privileges

It is expected that our students will enter into the spirit of this agreement in line with the values of St Joseph's Primary School. It is not expected that there will be serious breaches by the students. However, in the event of issues that arise, the following will be put into place:

1. breaches of the Chromebook Student User Agreement and/or the Cybersafety User Agreement in any form will result in Chromebook access being restricted
2. parents/Guardians will promptly be informed
3. students will need to work through a process that demonstrates they can be trusted to reuse technology appropriately. When this has been achieved, full access to the Chromebook will be reinstated.

The length of time access will be suspended is dependant upon the severity of the individual breach. Subsequent breaches will result in revoked access for extended periods. During any time of Chromebook suspension, students will not be allowed to use Chromebooks at school or at home.

*This agreement is applicable for a 12 month period