



GENAZZANO
FCJ COLLEGE

Student Digital Technology Resources Policy

Ratified by College Executive March 2014

Updated November 2014

Introduction

The role of technology in education is well recognised. It is acknowledged that in order to be informed and active participants in our changing society, learners, now and into the future, will need to be able to effectively use a wide range of digital technologies. It is undeniable that students live in:

...an environment where the Internet and its associated services are accessible and immediate, where people and businesses can communicate with each other instantly, and where machines are equally interconnected with each other. This hyper connectivity is deeply redefining relationships between individuals, consumers and enterprises, and citizens and governments...

The Global Information Technology Report 2012, World
Economic Forum, Geneva

Use of Information and Communications Technology (ICT) at Genazzano FCJ College is identified as:

- a tool for use in all study/work areas, this includes laptops, mobile phones and tablets
- a communications tool within the College community
- an essential element in the efficient and effective administration of the College.

Information and Communications Technology will be supportive of the College climate where all are valued for their unique gifts and served according to their individual needs. It will enhance the opportunities for all members of the College community to achieve their full potential within a caring, responsible community. This requires careful planning, allocation and management of resources, including the security of data and observance of software copyright provisions.

Aims

- To enable students to become competent, confident users of digital technology, appropriate to their needs

- To provide opportunities for students to pursue the formal study of Information Technology
- To provide students with ongoing education in the area of cyber-safety and digital citizenship to support students develop appropriate online behaviours
- To provide access to online learning resources
- To ensure that Genazzano FCJ College fulfils the requirements of an eSmart community.

Use and access to Digital Technology

Students from Year 7 to 12 are required to bring their own devices subject to College Technical Specifications. Students from Prep to Year 6 are issued with College devices. All students have access to online learning resources within the College. Access to the College's digital resources are provided on the basis that all students use the system for educational purposes. Occasional personal use of the College email and Internet system are acceptable as long as it does not contravene College behavioural expectations. At any time the Principal or her representative may view material sent to and from the College network or sent to and from in a private manner via use of College digital resources.

The College recognises that computer software constitutes intellectual property and that there is not only a legal but also a moral right to compensate the owners of this property for its use. The copying of software or use of copied software should be avoided. No student should expect anyone to copy software for them.

The efficient and effective operation of the College network relies upon students, teachers and staff using the resources appropriately. Age and stage appropriate guidelines are provided to ensure that students are aware of their responsibilities (Student Guidelines for Using Digital Technology Resources Appendix 1).

Parents and student are required to read guidelines and then together sign the Student User Agreement for use of information and communication equipment and services (Appendix 2).

Reporting and Review

The College Executive will review this policy on an annual basis in collaboration with the Curriculum and Learning and Wellbeing Teams and eSmart committee members. These groups will make recommendations to the Principal.

Appendix 1

Student Guidelines for Using Digital Technology Resources (Later Years) Years 9 - 12

Approved devices include mobile phones, laptops/notebooks (subject to College Technical Specifications) and tablets.

Use in a classroom of an approved device is at the discretion of the classroom teacher. If requested to switch off a device or place it out of reach students will respond accordingly.

Appropriate use of the College's digital resources includes:

- accessing information from the internet for learning purposes
- contacting teachers and students via email or other College online systems about College matters
- using a personal device (Mobile Phone) to access learning resources
- using a personal or College device to email a teacher about classwork and other educational matters

Acceptable use of these devices for non-educational purposes includes:

- use before and after school, during holidays or during recess or lunchtime
- use solely by the owner of the device

Inappropriate use of the College's digital resources includes:

- any purpose that is illegal
- any purpose that is contrary to the spirit and mission of the College
- the transmission of any information that may place the College in an embarrassing or compromising position
- accessing other people's email or online accounts
- accessing, viewing, downloading, printing or sending messages or attachments which include:
 - inappropriate language
 - sexually explicit messages, jokes or pictures
 - offensive or inappropriate cartoons or jokes
 - unwelcome messages
 - ethnic or racial slurs
 - any material which contains disrespectful comments about another person
- sending or putting up pictures on the internet that may embarrass your teacher, a student or member of the community
- taking pictures or movies of people without their permission
- sending or putting up pictures on the internet that may embarrass your teacher, a student or member of the community
- accessing social media unless asked to do so as part of a lesson

Consequences

Inappropriate use may result in:

- Temporary confiscation of a device until the end of a lesson
- Removal of access to the system
- Audit and review of all material viewed on, sent to and from the computer system
- Disciplinary action
- Legal action (in extreme cases).

Student Guidelines for Using Digital Technology Resources (Middle Years) Years 5 - 8

Approved devices: Genazzano laptops (Years 5 & 6), Mobile Phone, BOYD (Years 7 & 8)

Use in a classroom, any of the items listed above but if your teacher asks you to switch it off or hand it over till the end of the lesson you must do so. If your teacher asks you to put your mobile phone on your desk so they can see it you must do so.

Using technology correctly includes:

- Looking at information on the internet to help you do your class work
- Sending emails to teachers to ask questions about your learning and other school events
- using a personal device (Mobile Phone) to access learning resources

Acceptable use of these devices for non-educational purposes includes:

- Mobile phones may be used by students in the Upper Middle Years (7 & 8) during recess or lunchtime. Students in the Lower Middle Years (5 & 6) may use a Mobile Phone during school hours only under the direct supervision of a teacher.
- Use solely by the owner of the device

Not using technology correctly includes:

- engaging in use of technology that is breaking the law. For example copying or giving movies and music that have not have been paid for
- using your mobile phone, laptop or tablet to say untrue or defamatory comments about Genazzano or its teachers, students or parents
- sending or putting up pictures on the internet that may embarrass your teacher, a student or member of the community
- accessing other people's email or using their passwords
- looking at, printing or watching movies that have
 - swearing
 - rude jokes
 - racist messages
 - say things that may hurt other people's feelings
 - nudity
- taking pictures of people or movies without their permission
- accessing social media unless asked to do so as part of a lesson

Consequences

Inappropriate use may result in:

- You having to hand your device to the teacher until the end of a lesson
- Not being able to access the internet at the College
- The teacher and IT department looking at all of the things on your computer and things you have looked at on the internet
- Disciplinary action
- The School talking to your parents about your inappropriate use of technology.

Student Guidelines for Using Digital Technology Resources (Early Years) Prep – Year 4

Technology students in Prep - 4 can use at School and in the Learning spaces:
Genazzano laptops and Genazzano iPads

Students in the Early Years at Genazzano FCJ College use mobile devices under the supervision of college staff. Staff have the responsibility to maximise the benefits of these technologies, while at the same time educating students to be responsible digital citizens and use technology safely.



Student User Agreement for Use of Information and Communication Equipment and Services

Details

Homeroom

Student Name **[insert students name]**

Parent/Guardian Name **[insert parent/guardians name]**

Student Signature

Parent/Guardian Signature

Date **[insert date agreement signed by student]**

By signing the above both student and parent agree that they have read the Student Digital Technology Resource Policy and age appropriate guidelines. Signing indicates that the student will follow the guidelines when using digital technology at the College and that they are aware of the consequences should you/ they not do so. (For Years 5-8 Students, this agreement will be signed in conjunction with the Deed of Agreement relating to the use of College owned devices).