# ST. ANDREW'S GRAMMAR

# INFORMATION COMMUNICATION TECHNOLOGY STUDENT USE POLICY

| Date | Modified By | Ratified | Review |
|---|---|---|---|
| September 2006 | Principal | 2006 | 2007 |
| February 2008 | Principal | 2008 | 2009 |
| July 2009 | Principal | 2009 | 2010 |
| February 2010 | Principal | 2010 | 2011 |
| February 2014 | No Change | 2014 | 2015 |
| June 2017 | Head of Secondary and Principal | 2017 | 2018 |
| July 2018 | Principal | 2018 | 2019 |
| October 2018 | Principal and Head of Primary | 2018 | 2019 |
| December 2018 | Principal | 2018 | 2109 |

# ST. ANDREW'S GRAMMAR
## Information Communication Technology Student Use Policy

**Preamble**

St. Andrew's Grammar students have access to extensive information technology resources that are put in place to facilitate and enhance the academic programme of the school.

All students have the right to safely access the School Network and associated online resources.

The School has high expectations relating to student behaviour and acceptable use of information technologies relates to the broader expectation. In other words, if behaviour is not acceptable in the real world, then it is also not acceptable online.

**Policy Statement**

- All students of the School are expected to use learning technologies in a manner that is both legal and ethical.
- The School monitors use of its network to ensure that use of resources is consistent with its educational aims.
- Any behaviour that is found to breach the acceptable use statement should be reported to the Head of Primary or the Academic Director.
- Use of technology that breaches the law and involves a member of the school community must be reported to the Principal who will in turn notify the police.

This policy applies to all students of St Andrew's Grammar and covers use of the school's ICT facilities, including network infrastructure, laptop and desktop computers (including those accessing the school network as part of the BYOD programme), peripheral equipment including printers, copiers and projectors.

**Scope**

**Reference: Information Communication Technology (ICT) Policy**

The School will roll out a Chromebook programme for all students in Years 3 and 6 in the Primary school over 2019. The Chromebooks will be provided to the students by the School and their cost and maintenance is offset by the annual ITC Levy set by the School.

In addition, all students from Years K - 2 will have access to sets of Chromebooks in their classrooms and a full class set of Chrome Devices in the Stem Lab. The number of Chromebooks available for student use increases according to the Class Year. For example, in Kindergarten there may be three Chromebooks per class. By Year 2 level this will grow to 10 or more per class.

There will be no Bring Your Own Device (BYOD) in the Primary School as of 2019. Every Year 3 to 6 student will receive a Chromebook at the commencement of each year.

As students move from the Primary to the Secondary School, it is planned that the Chromebook programme will also grow as below. Note that as of 2019, ALL year 3 to 6 Students will have Chromebooks.

2019- All Year 3 to 6 Students will have a personal Chromebook, Years 7 to 12 will be BYOD

2020 – All Year 3 to 7 Students will have a personal Chromebook, Years 8 to 12 will be BYOD

2021– All Year 3 to 8 Students will have a personal Chromebook, Years 9 to 12 will be BYOD

2020– All Year 3 to 9 Students will have a personal Chromebook, Years 10 to 12 will be BYOD

2023– All Year 3 to 10 Students will have a personal Chromebook, Years 11 to 12 will be BYOD

Years 11 and 12, based on school specifications, will be able to use a BYOD of their own choice.

The Chromebooks may be replaced over time as technology advances take place. It is planned to accommodate both 'planned obsolescence' of technology and to accommodate developments in technology. However, any roll out of new computers will commence at Year 3 level and move upwards through the year groups.

In 2019, students from Years 7 – 12 are still entitled to connect one personal device (Laptop) to the school network (BYOD).

BYO devices are owned by the family and the responsibility of the student. We recommend parents insure the laptops that they own. Repair, maintenance and loss (or theft) will solely be the responsibility of the owner of the device. The School cannot provide short-term replacement computers in the event of damage or loss.

The minimum specifications for different types of BYOD computers is as follows:

**Windows Laptop**
1. Operating System should be Windows 10 Home or Pro Edition.
2. Windows Defender Antivirus is included with Windows 10.
3. Minimum of 4GB of RAM (8GB Recommended).
4. Minimum of 256GB of storage (SSD or Hard Drive).
5. Minimum of 11.6" Screen Size.
6. Minimum Intel Core i3 Processor (Core i5 recommended for years 10 to 12)

7. Integrated wireless supporting the newer AC Wireless Standard. Systems with Wireless B,G,N are not supported.
8. Microsoft Office 2016 and Office 365 will be provided free of charge whilst at the school.

**Apple Laptop**
1. Operating System is OS-X
2. Minimum 11" Screen Size
3. Minimum Intel Core i5 Processor
4. Minimum of 4GB of RAM
5. Minimum of 256GB of Storage.
6. Integrated wireless supporting the AC Wireless Standard.
7. Microsoft Office 2016 and Office 365 will be provided free of charge whilst at the school.

**Chromebook**
1. Operating System is ChromeOS
2. Minimum 11.6" Screen Size
3. Minimum Intel Celeron Processor
4. Minimum of 2GB of RAM (4GB Recommended)
5. Minimum of 16GB of Storage.
6. Integrated wireless supporting the AC Wireless Standard.
7. Google Apps are included.
8. Office 365 will be provided free of charge whilst at the school.

**Appropriate Use by Students**

- The resources may only be used for the purpose intended and students must remain on task at all times.
- The resources must not be tampered with, shifted to another location within the school, removed, wilfully damaged or altered in a way that impedes their use by others.
- The school internet is monitored and filtered using Cyberhound. Students are not permitted to bypass the school system whilst on campus.
- All students are provided with a username and password. Personal login details must be kept secure and confidential. Students should not attempt to find out another student's login details or to gain access to their account.
- Any communication among members of the school community must be in accordance with communication procedures and expectations.
- Students must not access electronic files belonging to others or read email communication not pertaining to them.
- Students must not access obscene, fraudulent or offensive material. Sharing of this kind of material is strictly forbidden.
- All rules of conduct and expectations for behaviour apply.
- Eating and drinking near ICT equipment is not permitted.

- Students must not download software where the school has no permission or license to do so. Infringements of Copyright are not permitted whilst on the school network or when using school resources.
- Students are responsible for the care of their own devices and must not let another student use their personal laptop. Any damage caused by a student to another student's device (whether accidental or malicious) will be the responsibility of the student.

**Some Examples of Unacceptable Use include:**

- Bringing to school material gained from the Internet that contradicts school values.
- Deliberately accessing sites that contain inappropriate material.
- Posting personal information online (including name, address, telephone contact, current location or school name)
- Posting text, audio, photos or video on the internet which brings the school or the school community members into disrepute.
- Harassing or bullying others online.
- Using proxy sites to bypass school filtering and monitoring systems.
- Invading the privacy of others.
- Posting anonymous messages and spreading rumours.
- Using unauthorised copies of commercial software.
- Using the network for financial or commercial gain.

**Breaches of this Policy**

- Parents will be notified of any unacceptable use of the network or the learning technologies covered by this policy. Any breach of his policy may result in suspension from access to ILT resources as well as disciplinary action as deemed appropriate by the Principal, Academic Director or Head of Primary.

# ST. ANDREW'S GRAMMAR
## Information Communication Technology
## Appropriate Use Agreement

St Andrew's Grammar is committed to providing students and staff with the best possible information technology resources. As in all areas, it is expected that the resources are cared for and used in a way that is consistent with school values.

All students will be given access to the school network with a personal username and password. In addition, students will have access to infrastructure and peripheral equipment.

Parents and students are asked to read the following agreement. Access to the network will only be permitted when both student and parent signatures are provided.

# PLEASE READ CAREFULLY

- Students must use the resources with respect ensuring that they remain in the best possible condition for all users.
- Students from Years 3-6 will be provided with a Chrome Book laptop for their sole use.
- Students from Years 7-12 may bring their own device (preferably a school recommended laptop) which must be managed by the school network administrator.
- All users must login with the username and password provided by the school. Students must not login to the network using another student's details.
- Computer use will be filtered and monitored by network software. Bypassing the school filtering system whilst on campus is not permitted. Teachers will supervise all computer use.
- Network, Internet and school technology resources are to be used only for the academic purposes for which they are intended.
- Students are expected to show responsible behaviour when using the school network, internet, electronic communication and ICT resources in accordance with the accepted standards of behaviour within the school.
- Students are expected to immediately refer issues relating to cyber-safety and cyber-bullying to their parents or to a teacher.
- Students may not illegally download videos or music onto school managed devices. This includes devices that are brought to school as part of the BYOD programme.

Any such material detected on devices by network monitoring will be immediately deleted.
- Software downloaded onto school devices (including BYOD laptops) may not breach any copyright or licensing agreement.
- All data coming from or being received through the school network should be considered non- private.

The School does not accept any responsibility for damage caused to personal devices. It is recommended that parents ensure these devices are carried in sturdy, protective cases and that they are insured through private family contents insurance.

I have read and understood the above expectations for acceptable use of Information Communication Technology Resources. I agree to abide by the guidelines outlined.

I understand that any breach of this policy may incur the loss of access as well as consequences deemed appropriate by the Head of Primary or the Academic Director.

| | |
|---|---|
| Student Name | |
| Student Signature | |
| Class | |
| Parent/Guardian Name/s | |
| Parent/Guardian Signature/s | |
| Date | |

ST. ANDREW'S GRAMMAR
**Chrome Book Agreement**

All students enrolled in Year 3 to Year 6 will be issued with a Chrome Book, charger and cover to use in the classroom and at home, for students in Years 4-6, for the remainder of the 2019 school year.

The Information Technology levy attached to the school fees will cover the cost of these devices as well as service and infrastructure.

**The Chrome Book Policy**

- Each student will be issued with a Chrome Book, a computer case and a charger;
- Each computer will be supplied with an identification number which will be recorded by the Information Technology Technician;
- Students must take full responsibility for the Chrome Book and ensure it is charged at home;
- The Chrome Book will be returned to school for stocktaking purposes on Wednesday 5 December.

**Classroom Use:**
- Students will be fully responsible for the Chrome Book at home and at school;
- The device will be used under the direction of the classroom teacher and must remain in classroom at all times during the day, unless it is used during Specialist Teacher lessons;
- The Chrome Book is not to be taken into the playground during recess and lunch breaks;
- No photographs or videos are permitted to be taken of staff or students unless stipulated by the teacher.

**Damage or Misuse:**
- If a student damages the Chrome Book parents will be billed for repairs;
- If a student uses the Chrome Book for activities not stipulated by the teacher, or in breach of the Learning Technology Appropriate Use Agreement the Chrome Book will be withdrawn from use.

Please complete the agreement outlined below and return it to the classroom teacher as soon as possible.

**Agreement:**

I have read and understood the above expectations for acceptable use of the School provided Chromebooks. I agree to abide by the guidelines outlined.

I understand that any breach of this agreement may incur the loss of access as well as consequences deemed appropriate by the Head of Primary or the Academic Director.

I agree for my child to use the School Device in class and at home (for students in Years 4-6 only) and agree to the terms of use outlined above.

| | |
|---|---|
| Student Name | |
| Class | |
| Parent/Guardian Name/s | |
| Parent/Guardian Signature/s | |
| Date | |
| Classroom Teacher Name | |
| School Device Identification Number (Added once the Agreement has been returned) | |