Year 7 2019

Students beginning Year 7 in 2019 will be required to bring a suitable device purchased via the school portal or local retailer and retain this device until the end of Year 9.

Minimum Specification

The device will enable students to access the internet, documents and email in the classroom, along with digital textbooks, curriculum and course materials. It will enable communication and collaboration with teachers, students and their peers and will enable students to be productive anywhere, any time.

This device requires a School Microsoft Office 365 Account which you child will already be familiar with through use of email at school.

The device will integrate with school services and provide access to school systems which aid teaching and learning.

The battery life and portability of the device that meet the minimum specification means students will be able to charge their devices at home and not bring chargers to school.

The small size and minimal weight coupled with a reduced number of textbooks to carry around will benefit students.

The ability to plug in a USB device or add an SD Card for more storage space means students can easily use this device in conjunction with home computers and other School Owned computers.

Help Desk Information

The ICT Support Area is located in the St Joseph’s School Resource Centre and is open from 8:00am to 4:00pm Monday to Friday.

Students requiring technical or hardware support from the IT Department will need to arrange a suitable time with their teacher to do so during lesson time.

* Please note the IT Department does not provide support during the school holidays.

Loss, Theft or Damage to the Device

In the case of loss, theft or damage to the device, parents / caregivers will be required to pay any premiums or replacement costs - as the device is a required item. The School will log warranty and insurance claims (for insurance purchased via the school portal only) on behalf of the above named student.

Loan Devices

Loan devices may be available from the ICT Help Desk in approved circumstances.
If a student must await the repair or replacement of the device, they may receive approval to borrow a device on a daily basis subject to availability for the duration of the repair / replacement period. The device must be returned to the Resource Centre at the end of each school day. All applications for loan devices must be made to the Deputy Principal who will provide students with written approval.

Short term loans will not be made in circumstances such as:

- When a student does not bring their device to school
- When the battery goes flat

It is the student’s responsibility to ensure they bring a fully charged device to school each day.

**Maintenance**

**General Maintenance**

Students will be responsible for the general maintenance of their device. This includes maintaining up to date antivirus and installing Windows Updates. The school will handle all warranty and insurance claims (for insurance purchased via the school portal only) on behalf of the student. Other repairs such as virus removal and software maintenance can be performed by the school and may incur a fee.

**General Expectations for the Use of Digital Devices**

These general expectations should be read in conjunction with the ICT Acceptable Use Policy (available on the St Joseph’s School website and included in the School’s Handbook) and includes the obligations of students and the responsibilities of staff and parents / caregivers.

**Transporting the Devices**

*Transport between home and school:*

- The device must be placed in its protective bag and transported in students’ schoolbags. The device must never be left in any unsupervised area. Drink bottles should not be transported in the same bag as the device.
- Students must not bring attention to themselves by displaying the device in public. It should be concealed in the school bag at all times between school and home.
- In the event that a threat to student safety occurs, students must place their own safety as first priority and report the matter to police and the school immediately.

*Moving around school with the device:*

- When moving around the school students must carry the device in its protective carry case.
- The device must never be left in any unsupervised area. When the device is not in use it must be **locked** in student’s lockers.

**Charging**

- Students are expected to charge their device at home and bring it to school every day fully charged.
- Students must not bring the power adaptor to school as it is easily damaged or lost and may cause a safety hazard when plugged into the wall socket.
- Loan devices will **not** be made available to students who do not bring their device to school fully charged.
Software Installation, Games and Music

Students will be able to install software or applications provided they have acquired a legitimate license, are educational in nature, or have a direct relationship to student learning. Under no circumstances may software and files be installed without the appropriate license. Students doing so will be liable to prosecution.

Non-educational software, games and music are not recommended as they will unnecessarily use space on the device and therefore impede its use for learning.

Students using non-educational software and files during lessons will be deemed by their teacher to be off-task and will be subject to consequences as per our Student Behaviour Management policy.

In instances where the student installed software and applications that are deemed to be detrimental to teaching and learning, the device will be re-imaged by the ICT Help Desk.

Parents / caregivers are encouraged to regularly monitor the contents of the device.

Internet Usage at School

According to St Joseph’s School ICT Acceptable Use Policy, students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and students may not access or distribute inappropriate material. This includes:

- Distributing spam messages or chain letters
- Accessing or distributing malicious, offensive or harassing material, including jokes and images
- Bullying, harassing, defaming or giving offence to other people
- Spreading any form of malicious software (eg virus, worms)
- Accessing files, information systems, communications, devices or resources without permission
- Using for personal financial gain
- Using non-approved file sharing technologies (eg Torrent)
- Using non-educational related streaming audio or video
- Using for religious or political lobbying
- Downloading or sharing non-educational material

While St Joseph’s School will make every reasonable effort to provide a safe and secure online learning experience for children and students, Internet filtering is not 100 per cent effective and it is not possible to guarantee that children and students will not be exposed to inappropriate material.

The cost to access the Internet at school is currently included in the school fee and allows for students to make reasonable use of the Internet for the purpose of learning. Internet traffic is monitored and students making unreasonable downloads will be subject to consequences according to the ICT Acceptable Use Policy.

Internet Usage at Home

Internet browsing by students at home or from other public sites is permitted. Please note this will not be filtered or monitored by St Joseph’s School.

It is the responsibility of the student / parent / caregiver to setup the Home-Internet connection on the device.
Students using the device at home to access the Internet must do so in a safe and ethical manner, with parental permission.

*Parents / caregivers should actively monitor and discuss their child’s use of the Internet and device in general.*

**Copyright**

Students must realise their responsibilities associated with intellectual property and copyright law and ethics, including acknowledging the author or source of information that is used. To ensure compliance with copyright laws, students must only download or copy files such as music, videos, or programs with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law.

**Software Update and Virus Protection**

Students are required to perform ‘Software Updates’ on the device at least once per month in order to install the latest virus definitions and security patches.

Students are encouraged to backup necessary files.

**Passwords**

Students will have a password for the device.

In line with the St Joseph’s School ICT Acceptable Use Policy, the following password guidelines are provided:

- Passwords must be kept confidential and not displayed or written down in any form.
- Passwords must not be words found in a dictionary, or based on anything somebody else could easily guess or obtain using person-related information.
- Strong passwords require a minimum of 6 characters and include an upper case and lower case character, number and special character (such as ! @).
- Students must not disclose their personal passwords to any other person.
- Students will be accountable for any inappropriate actions (e.g. bullying, accessing or sending inappropriate material) undertaken by someone using their network credentials.

**Printing**

Staff and students are encouraged to transmit work electronically and lessen the need to print documents.

Students will be permitted to print to a number of printers through the wireless network. Printing restrictions and charges apply.

**Consequences for Breach of Conditions of Use**

Students who attend school without a device ready to learn will be subject to consequences as per the school’s Student Behaviour Management Policy.

The Principal/Deputy Principal will investigate any breach of the ICT Acceptable Use Policy and other conditions of use outlined in this document. Consequences may include a confiscation of the device. Parents will be notified of investigations and involved in the determination of appropriate consequences.