

St Mary Star of the Sea Catholic School Carnarvon



BYOD Program

ICT Responsible Use Policy

&

Parent Information Booklet

ICT Responsible Use Policy

Rationale

Information and Communication Technology (ICT) exists at St Mary Star of the Sea Catholic School, Carnarvon as a tool for learning, teaching and communication. ST Mary's recognises that ICT provides significant educational value but also poses a risk of exposure to inappropriate and offensive material and personal safety.

Definition

ICT resources include:

- Computer hardware (laptops, personal computers, iPads etc.)
- Software (programs, Apps)
- Systems and technology (including St Mary's network, internet and email)
- Telecommunications devices (mobile phones)

These resources may be provided by the school or use the school communication network and may include resources that are owned by students for use at school.

Principles

Responsible use: St Mary's network is to be used to support education and research within the set objectives of a subject or department and within the overall bounds of the Catholic ethos. Students are personally responsible for ensuring that they adhere to the principles of responsible ICT use at all times.

Reporting: Students will accept personal responsibility for reporting any misuse or abuse of the school network. Misuse and abuse can come in many forms but includes any content sent or received related to cyber-bullying, pornography, unethical or illegal solicitation, racism, sexism or inappropriate language. Students need to be aware that a breach of school ICT policy may also form a break of State and Federal Law.

Privileges: The use of the network and internet at St Mary's is a privilege, not a right, and inappropriate use will result in a temporary or permanent cancellation of those privileges. **Students who contravene ICT procedures may be subject to disciplinary action and the device may be confiscated.**

Student Laptop Recommendations

All students from Year 3 – Year 12 will be expected to have their own device to participate in class at St Mary Star of the Sea Catholic School. The type of computer needs to be standardised for compatibility with system and school requirements.

Laptop/Notebook Computer Recommended Specifications

Criteria	Windows computer recommendation
Operating System	Latest Windows Operating system (No Apple Mcintosh please)
Architecture	Latest Architecture
Processor	Latest Intel CPU and architecture (at least i5 or i7 CPU recommended)
Wireless	WiFi with 802.11n WPA2 Enterprise and EAP-MSCHAP v2 support. 802.11ac support recommended
Memory	Minimum 4GB RAM. 8GB or more recommended
Display	Minimum of 1280x1024 Display resolution
Graphics	Latest Graphics support with DirectX
Ports	Latest USB ports (at least USB 2.0, USB 3.0 recommended)
AntiVirus/Security Software	AntiVirus Software with latest updates
Multimedia	Speakers and multimedia capability
Carry Case	Secure and sturdy carry case with a clearly visible name tag
Screen Size	12 Inches to 14 Inches

IPad Recommended Specifications

All students from Year 3 -6 will be expected to have an iPad for use at School. Our requirements and recommendations for iPads are listed below:

- No iPad Minis. They are too small for our educational purposes and place too much strain on students' eyes.
- Must have a lightning adapter (smaller charging cable)
- Must handle latest operating system iOS 11 (Microsoft Teams is only compatible with future operating systems)
- Must have at least 64GB of memory.
- Latest model is recommended as it will handle the latest operating system and be more compatible with future operating systems; therefore, it will last longer.
- A lifeproof or solid protective case is recommended for Year 3 and 4 students.

- Year 5 upwards will be expected to have an attached keyboard. These can either be an Apple product or an aftermarket version.
- Students will also need a set of ear phones.

Important Notes

- Always ensure that the operating system of the computer has the latest updates installed.
- Always ensure that the AntiVirus program is current and has up to date virus definitions.
- It is advised that you insure the computer/iPad against theft, loss and damage.
- By using their own personal device at the School, students automatically agree that they must abide by the School ICT Policies and understand that any violation of the policies mean that disciplinary action may be taken against them. In addition, certain acts of misuse of ICT, including hacking, could be classified as Federal offences under certain statutes.
- It is recommended that laptops be engraved with your name and contact details.
- Students are responsible for backing up their own data. St Mary's will not be held responsible for any loss of student data.
- Students must use all technologies responsibly, including: computer devices, College network, Internet, social media
- Students must not take pictures, film, or audio of anyone else unless their express permission is given
- Students should change their passwords regularly and not let anyone else have access to their accounts.

Expectations

Laptops/iPads are a tool for learning

- They must be brought to school each day, charged and ready to be used.
- They are not to be used before school, during recess or lunch, unless otherwise permitted.
- Take good care of the device in order to avoid damage – keep it in its carry case when not in use.
- Abide by the ICT policies set in place by the school at all times.
- Use the device responsibly and comply with the requests of staff members.
- The school will not be held responsible if your child breaks or damages their device.

- As their Laptop/iPad is considered an essential part of their learning, a replacement Laptop or repair must be sought immediately. A loan laptop may be borrowed for the first week; however, after that, students will have to hire a Laptop from the school at a fee of \$50 per week.
- **St Mary's ICT Services Department *will not* assist with any Laptop related technical issues.** Please refer problems to your vendor.
- Students are solely responsible for backing up and managing their own data.



Laptop use at home

- Students should take their Laptop/iPad home and bring it to school each day after it has been fully charged.
- Laptops/iPads will be required to complete homework at times.
- The school recommends parents and guardians take the following measures:
 - Students should use the device in an area of the home where its use can be visually monitored.
 - Ask your child to show you what they have been using the device for.
 - Place restrictions on use of the device if it is not being used in a way that suits you.
 - If you are concerned about controlling Internet content that can be accessed, St Mary's recommends using a free service such as OpenDNS (www.opendns.com) to filter Internet content in your home. It is a relatively simple to use tool whereby you can manage access to content categories. The service also works with most home Wi-Fi routers and ADSL gateways.

Laptop and ICT Responsible Use Policy Acceptance

All students of St Mary's are expected to adhere to the ICT Responsible Use Policy. If these conditions are breached in any way, students risk having disciplinary action and/or legal action taken against them or their parent/guardian.

Students are encouraged to explore and discover methods of utilising technology effectively in the context of learning and education through school, however they are expected to refrain from:

- Using or accessing another person's Laptop without their consent.
- Using or accessing another student or staff member's accounts or data.
- Introducing or creating viruses or other malicious software to the school ICT systems.
- Compromising or bypassing the schools network security, proxies, servers or any ICT systems.
- Removing school network connection settings and certificates from their device.
- Using their device to transmit any material that is in violation of local, state and/or federal laws.
- Using profanity or obscenity that may be seen as offensive to another person at the school or a member of the community when using the Laptop or any other device.
- Using the device to commit any form of vandalism.
- Playing games in class, unless given permission by your teacher.
- Downloading, sharing or copying any licensed software, music, video, documents or any other media that will violate copyright laws.
- Using the Laptop or any other ICT device for the participation of illegal activities, including hacking or spamming.
- Using the Laptop or any other ICT device for the participation of gambling, commercial trade or auctions.
- Accessing obscene or pornographic material.
- Leaving the Laptop unattended. It should be stored securely at school when it is not required for classes, such as Physical Education.
- Ghost Apps are not to be used at school.

Explanation of Terms

School / St Mary's	Refers to St Mary Star of the Sea, Carnarvon.
BYOD	Bring Your Own Device (Laptop)
Certificates	Secure electronic files used to uniquely identify users and devices.
Ghost App	A substitute app used to hide inappropriate material.
Hacking	Gaining unauthorised access to a device, system, network, file, database, or other electronic resource.
Spamming	Sending unsolicited e-mail to multiple recipients on a mailing list, newsgroup or forum
Malicious Software	Includes all viruses, worms, backdoors, hacking tools, key loggers etc.
Proxy/proxies	A service that acts as an intermediary in accessing and caching websites

