



## ST JOACHIM'S CATHOLIC PRIMARY SCHOOL

### Digital Skills Contract

**2022**

#### OVERVIEW OF STUDENT AND PARENT RESPONSIBILITIES

The following student and parent responsibilities will apply.

- Students and parents will be responsible for the overall care of the device when devices are taken home.
- Students will be required to always keep the device within the protective cover.
- The device will be recharged at home each night ready for the next school day. The device can be connected to the student's home internet at the parent's discretion. Parents are encouraged to supervise proper usage of device at home, especially whilst students are using the internet.
- Devices must be at school every day unless instructed otherwise due to a specific school event.
- Students will use the device at the direction of the teacher. The teacher will manage the use of the device in the classroom.
- Only school related content will be stored on the device. This includes photographs and the use of the camera and videography equipment
- Devices are not to be used in a public place outside the school. This includes transport to and from school.
- School staff will implement regular inspections of the device. Students will be subject to the terms of the ICT Acceptable Use Policy if there is any evidence of misuse or inappropriate usage.
- Should a student's device ever require repair or replacement, the school must be notified immediately, and the school will endeavor to provide a replacement "hotswap" device so the student will not miss ongoing learning opportunities.
- Students will be supplied with an online means of backing up their data. All students will be responsible for the regular backup of their data via the means recommended by the school.
- Students must be aware of and abide by the school's ICT Acceptable Use Policy signed at enrolment. This document is available upon request. Failure to abide by the user agreement could result in disciplinary action.
- Students must abide by the Student Device Contract signed at the beginning of each school year. Failure to abide by the user contract could result in disciplinary action.

## LOSS, THEFT, AND DAMAGE

### SCHOOL OWNED DEVICE PROGRAM

Parents and students will provide and be responsible for:

- ✓ The device is leased by the student and should only be used by that student. It is not the student's own device and should be treated as a 'loan' from the school.
- ✓ The device must not be engraved or graffitied in any way, as this would void the Apple Warranty.
- ✓ Updates of apps and software are required to be performed at home so that school wifi network is not restricted for other students during the day.

St Joachim's School will provide and be responsible for:

- ✓ Staff will have full administrator rights to the device
- ✓ Students will be trained to be competent users and maintainers of their device.
- ✓ School will supply a protective case and a genuine apple charger
- ✓ The school is responsible for the repair and restoring of the device, should this ever be required.
- ✓ School can remove and restrict students from devices at anytime if they breach their iPad contract

## APPENDIX 1: STUDENT DEVICE CONTRACT

Below is a copy of the contract that will be signed by each child, each year



**ST JOACHIM'S**  
CATHOLIC PRIMARY SCHOOL

### St Joachim's iPad Student Contract

**Student Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Read and tick the guidelines below to show you have read and understood them. Please return your signed contract form to your class teacher.

I agree to the following guidelines while using my device:

#### **I will show care**

- I will not take my iPad out of its case
- I will carry my iPad with two hands at all times
- I will walk with my iPad
- I will not put my iPad on the floor
- I will store my iPad safely to and from school

#### **I will follow instructions**

- I will only use my iPad when instructed to do so
- I will only use the apps and websites I have been asked to
- I will turn off my screen when my teacher is talking
- I will only communicate with others with my teacher's approval

#### **I will take responsibility**

- I will bring my iPad to school charged each day (year 2-6)
- I will act responsibly with my iPad at all times
- I will only have school related content stored on my iPad
- I will not change the settings on my iPad
- If something goes wrong, I will tell a teacher straight away

If I do not follow these guidelines, I agree that consequences will be put in place. Some consequences may include being unable to use email or being unable to use the device at home and/or at school for a certain amount of time.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPENDIX 2: ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES POLICY****ST. JOACHIM'S  
CONDITIONS OF USE OF COMPUTER AND  
INTERNET RESOURCES**

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

St Joachim's have established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned iPads/computers that may be taken off the school grounds with permission from the school. St. Joachim's has specific guidelines relating to the use of iPads/computers.

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

These Conditions of Use are a concise summary of the more fulsome terms contained within BCE's Acceptable Use Policy. By agreeing to abide by this Conditions of Use policy, you are also agreeing to abide by the Acceptable Use Policy. It can be read here: <http://www.bne.catholic.edu.au/aboutus/Pages/Acceptable-Use-Policy.aspx>

The requirements and rules set out below apply to all St. Joachim's technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of conditions of use and the potential consequences of a breach of this policy.

**Responsibilities of Users**

1. Students must comply with the rules for accessing technology resources in this document.

***Permitted use of technology resources***

2. Students must only access St. Joachim's technology resources for schoolwork. **Students must not:**
  - a. buy or sell items or services over the internet;
  - b. access or enter chat rooms;
  - c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
  - d. amend documents created by another student without that student's consent;
  - e. download, install or use unauthorised computer programs;
  - f. deliberately install computer viruses or other malicious programs;
  - g. gain unauthorised access to any system by any means;
  - h. use technology resources to attack or compromise another system or network;
  - i. access or intercept emails sent to other persons.

***Confidentiality and cybersafety***

3. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.
4. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet

or communicate these details in emails. Students should not distribute someone else's personal information without their permission.

5. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside St Joachim's control to prevent such instances from occurring.
6. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.
7. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. St Joachim's may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.
8. 'Cloud' based tools and services may be used for data storage and learning opportunities. We are aware that these services may store data on servers located outside Australia.

#### *Cyberbullying and defamation*

9. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

#### *Security*

10. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.
11. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.
12. Students must not use another person's name and password to access resources.
13. Students must report a suspected breach of security to a teacher.

#### *Copyright*

14. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use **St Joachim's** technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

#### **Consequences following a breach of this policy**

15. A breach of this policy will be taken seriously and may result in disciplinary action.
16. Any known breaches of these Conditions of Use must be reported by St Joachim's to Brisbane Catholic Education's Legal Counsel and/or Chief Information Officer.
17. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.
18. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

**APPENDIX 4: STUDENT AND PARENT ACCEPTANCE OF GUIDELINES**

I have read and understood the *St Joachim's School Student iPad Hire Guidelines*, *St Joachim's iPad Student Contract* and *Acceptable Use of Computer and Internet Resources policy* and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

I understand in signing this agreement I consent to my child's use of internet services as outlined in the St Joachim's iPad Hire Program, Student and Parent Guidelines.

Name of child: \_\_\_\_\_

Name of parent/caregiver/legal guardian: \_\_\_\_\_

Signature of child: \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/caregiver/legal guardian \_\_\_\_\_ Date \_\_\_\_\_

*Please note: This agreement will remain in force while your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.*

**APPENDIX 5: PARENT DEVICE HIRE AGREEMENT FOR ST JOACHIM'S CATHOLIC SCHOOL FOR STUDENTS IN YEAR 2 TO 6**

The following is the hire agreement for the use of an iPad as your child's personal 1:1 device for 2021 at St Joachim's Catholic School. Under this agreement, your child's iPad is covered under Apple Care and this is included with the hire payments. The school will cover a maximum of one accidental breakage claims within the life of the agreement.

- Hire payments must be made through the school fees and will be listed as **IPAD HIRE**.
- Payments must be up to date for the continued use of the device by your child.
- iPads are to remain at school during holiday periods.
- The **iPads are owned by the school and rented to students**. Students have use of the iPad and the supporting applications while they are enrolled at St Joachim's.
- It is expected that the guidelines for care and use of the iPad as set out in the *St Joachim's Catholic Primary School: Student 1 to 1 Program Guide* will be followed at all times.

I \_\_\_\_\_ have read the above agreement and understand the conditions of the hire arrangement. I agree to the terms of the agreement as outlined above.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPENDIX 6: ACCEPTABLE USE OF COMPUTER AND INTERNET CONSENT FORM****Student and Parent****Acceptable Use of Computer and Internet Resources Consent Form**

This Acceptable Use of Computer and Internet Resource Consent Form must be signed and returned prior to students being granted access to the Internet and other information and communication technology resources. Parents/Legal Guardians are encouraged to review and discuss the contents of the *Acceptable Use of Computer and Internet Resources* policy with the student and answer any questions that they may have.

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the *Acceptable Use of Computer and Internet Resources* policy and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

**Student Acceptance**

I agree to comply with all requirements as set out in the *Acceptable Use of Computer and Internet Resources* policy and all other relevant laws and restrictions in my access to the various information and communication technology resources through the BCE and school network.

**NAME:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Parent/Guardian Consent**

As the parent or legal guardian of the student named above, I grant permission for them to access the various information and communication technology resources, including email and the internet.

I understand that access is granted to students subject to the restrictions contained in the Acceptable Use of Computers and Internet Resources policy and that if breached, consequences may follow.

I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Computer and Internet Resources statement, I will discuss appropriate restrictions for the student when accessing or sharing information or material over the Internet.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public Internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.

*(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Policy, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it.)*

**NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_