Digital Technology Booklet 2023

Document includes the following:
Digital Technology Program
User Charter
Acceptable Use Policy
Student Internet Guidelines
Printing Guidelines
Mobile Phone & Electronic Device Policy
Acceptable Use Agreement

Saint Ignatius College Geelong

27 Peninsula Drive, Drysdale 3222

A Jesuit Companion School

AMARE ET SERVIRE

Contents

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AppleCare Help Support:

For outside school hours support:

AppleCare + Help Desk Support (Tel: 133 622) covers an unlimited number of support incidents for hardware and software diagnosis and troubleshooting; and issue isolation for Apple-based solutions.

Products covered include Apple hardware, Mac OS, and most Apple tools and applications.

Overview

ICT is integrated across all learning areas at our college. ICT across the curriculum refers to students developing the confidence to employ a range of digital tools and software options to enhance learning. It also involves developing safe and responsible practices related to the usage of various digital learning tools including laptops, cameras, tablets and other digital devices. The following pages include information about the laptop used at the College, its use while the student is at the College, policies pertaining to its use (and the use of other digital devices) and the College expectations of the student as a digital citizen of the College and in the general community.

Individual laptops currently act as the foundation learning tool for each of our students to develop these skills from Year 7 through to Year 12 and given that understanding, the College will continue to provide learning pathways beyond Years 7 and 8 to enable growth in these skills as part of formal studies offered at subsequent year levels.

The Laptop

The College has chosen to use the Apple platform throughout the College.

Students in Year 7 and Year 10 are expected to purchase a MacBook Air from the College. This 13inch laptop has an 8 core CPU, 7 core GPU, 8GB of memory (RAM), and 128GB solid state storage, exceptional battery life and weighs 1.29kg

The MacBook Air comes with a range of tools designed to make teaching and learning easier and more engaging. Each MacBook Air comes with a built in video camera, microphone, Wi-Fi and Bluetooth networking. The MacBook Air works effortlessly with most printers, cameras and other peripherals. Please note there is no optical drive and that this model has two USB-C ports only, meaning older USB peripherals will require an adapter to connect.

All laptops are covered by an extended 3 year warranty. Laptop repairs and servicing are undertaken at the College by an Apple certified technician.

The MacBook Air will have the following software available:

→ Mail
→ Safari, Firefox and Chrome Browsers
→ Photos
→ iMovie
→ Garageband
→ Pages
→ Numbers
→ Keynote
→ Google Drive
→ Antivirus

Microsoft Office

→ Word
→ Excel
→ Powerpoint

Adobe Creative Cloud

→ Photoshop
→ Illustrator
→ Many more creativity & productivity apps from Adobe

The laptop will be set up for use at school with all major settings and configuration completed.

Using the Laptop

As the laptop will be operated by the student for the majority of the time it is important that a number of guidelines be established to ensure basic maintenance, backups, etc are performed.

The expectations of the program for families are as follows.

Basic Maintenance

The basic maintenance of the laptop is the responsibility of the student.

→ Restart the Laptop at least once a week as this will free up memory and speed the machine up. Just logging out and in or sleeping the machine does not achieve the same result.

Backups

Files can be lost, corrupted or accidentally deleted.
Backup of important files on the laptop is the responsibility of the student.

If a student's MacBook Air has a hardware or software fault the College will maintain a limited set of loan machines to keep the student working. The problem is that the student's existing work will not be on the loan MacBook Air, however if a backup has been performed his/her work can be transferred to the loan machine. MacBook Airs no longer have removable storage. **Any fault requiring a replacement logic board will result in a total loss of data.**

It is important to backup daily.

The MacBook Air comes with extremely easy to use backup software called ***Time Machine*** which will automatically backup the entire laptop or nominated files whenever an external storage device is connected. Time Machine will automatically warn the student if a backup has not been completed recently.

We recommend purchasing external USB-C storage (min 256GB) for use with Time Machine. Synchronising school work with Google Drive is encouraged.
Please see the IT Department if you require assistance implementing a backup routine.

Battery use / Charging

To ensure the MacBook Air and battery are well maintained the following guidelines should be followed.

→   ***Students should bring their MacBook to school fully charged.***
→   Batteries should not be allowed to completely drain as this can lead to lost work and damaged files. A warning will appear to inform the student when the battery is very low and to shutdown as soon as possible.
→   The MacBook Air charger should be left at home and not brought to school.
→   The IT Department will charge your laptop for you if it is required.
→   Loan chargers are not available.
→   Charging facilities are available in the ILC for students use during recess, lunch and before and after school.
→   Inspect chargers for signs of damage and bring them to the IT Department if you suspect there is an issue.

Using the Laptop

Getting the most from your battery

→ Turn Bluetooth off when it is not required
→ Close programs that are not in use
→ Adjust energy saver settings to maximize battery life
→ Set changing desktop pictures to no faster than one minute
→ The built-in "Activity Monitor" utility will tell you which programs are using the most power
→ Turn off or restart the laptop regularly

Treatment of the laptop

The MacBook Air is a durable machine designed for the education market, however it still needs to be treated with care.

→ Students are not to decorate the laptop
  This includes applying stickers
→ Laptops should never be left in lockers overnight. Laptops can be stored in the IT Department area if the student is unable to take them home due to a valid reason, (eg after school sport, etc.)
→ Cleaning chemicals should never be used to clean any surface of the MacBook
→ *Never move or lift the laptop by the screen*
→ *Always transport the laptop in its bag to and from school as well as between classes.*
→ Close your laptop screen before moving it. Even within the classroom.
→ Check your laptop for objects before closing the lid. Eg. headphones and pens
→ Liquids should not be located near the Laptop

Acceptable Use and Internet Policy

Saint Ignatius College has an extensive *Acceptable Use Policy* and *Student Internet Policy* which are located in the student planner and in this booklet.

All students are expected to comply with these policies.

Service at the IT Department

If you require the IT Department to assess your laptop for any reason (hardware or software) during the school day you must:

→ *Have your laptop in its laptop bag*
  If a student presents without a laptop bag the IT Department will hold on to the laptop until one is provided
→ *Have a note in your school diary to be out of class*
  This needs to be signed by the teacher. This is not required at recess or lunch.

Classroom Practice

Integration into the College Curriculum

The staff at Saint Ignatius have been working towards a curriculum which facilitates delivery of content via technology. The weaving of technology through each Learning Area is a process which has been occurring for many years.

→ Students can access curriculum resources via Canvas, the Learning Management System used at the College
→ Students can communicate instantly and with unprecedented flexibility with their teachers and classmates
→ Students can view videos relevant to the activities in the classroom
→ Students can use applications to creatively produce work
→ Students can view their timetable, attendance and academic summary reports via Xuno, the Student Management System used at the College

Practical Classes

At different times during the day laptops will not be required for classes, for example Physical Education practical classes or some Technology practical lessons.

The laptop should be stored in a locked locker at all times when not in use. A good quality padlock / combination lock should be used to secure the locker.

Using a Laptop at home

It is important to be aware of some good practices when young people are using technology, especially the Internet. Whilst the majority of Internet activity is positive, care must be taken to ensure young people are provided guidance on safely navigating the Internet.

We recommend the following as a guide for families - *https://www.esafety.gov.au*

Internet safety is equally important in the home, the library and other public places. By planning to be cybersafe in any location, children are most likely to enjoy fun and rewarding online experiences.

There are three key steps to cybersafe practices in the home:

→ *Educate*
→ *Empower*
→ *Supervise*

The three work together towards positive and safe online use. The aim is not only to protect children but to help them learn to make good decisions.

Having a Laptop at home

Educate: An essential part of keeping young people safe is making them aware of risks, and talking to them about how to avoid potential problems. Visit the Esafety website for Internet safety information and educational programs suitable for children's use.

Empower: Encouraging and supporting young people is a positive step towards making them feel confident in their Internet use. Young people need to be capable of making the right choices. They also need to know they can talk to a parent if something happens online that makes them feel uncomfortable.

Supervise: Young people may behave differently online, so it's important to be involved. By placing the computer in a family area, supervision becomes easier. It is widely accepted that computers should not be located in the student's bedroom.

Using the Internet safely at home

Before starting:

→ foster an environment of open and regular conversation about the Internet and online behaviour
→ stay familiar the types of Internet services young people use. eg. latest social media platforms
→ encourage young people to be conscious of what information they provide about themselves, and how they present online. Never treat the Internet as a private space

Set up correctly:

→ look at where the computer is set up. If it is in a bedroom, consider moving it to a public area of the house where it's easier to supervise
→ encourage the use of a safe search engine for all web searches. For example Google Safe Search

When online:

→ stay involved in your child's use of the Internet and new technologies. Work with them. Set up a social media account, join your child's friendship circle and see what they are doing. It can be a fun experience for parents too
→ help your child set up their profile to make sure that they don't put too much personal information online
→ check the privacy settings for Internet services and familiarise yourself with how to report abuse
All social networking, virtual networks and gaming sites have facilities to do this
→ supervise and monitor the use of the Internet, particularly with younger children.
If issues arise, address them quickly and know who to report problems to. Your child's homeroom teacher is a great place to start
→ above all, keep the lines of communication open. Children need to be confident that they can talk to an adult about what's happening, without being afraid that they're automatically going to get into trouble

Additional Guidelines

Check the browsing history

Families should be aware of the ability to look through the browsing history of the computer.

Safari, Firefox and Chrome keep a record of the recently visited sites which can be easily accessed from the history menu.

Disabling or reducing the ability of the computer when necessary

The College can enable some restrictions when requested by families. This can assist with basic filtering of Internet usage, limiting the number of hours the MacBook can be used, reporting on usage and more.

When using social networking, befriend your son/daughter or ask another trusted adult to do so

If you are concerned about the use of social networking on your son's/daughter's MacBook and feel comfortable you should ask to become an online 'friend'. You then can see their activity online as would their 'normal' friends. A simple rule for young people online is that if you wouldn't want your family to see it don't post it!

Digital Technology User Charter

User Charter

1. Purpose

The laptop is to be provided as a tool to assist student learning both at the College and at home.

2. Equipment

2.1   Equipment Operations

2.1.1   The student must bring the laptop fully charged to the College every day.
Battery chargers are be left at home.

2.1.2   All material on the laptop is subject to review by College staff. All inappropriate files and software will be deleted. If there is a police request, Saint Ignatius College will provide access to the laptop and personal network holdings associated with the use of your laptop.

2.2   Damage or loss of equipment

2.2.1   All laptops and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

2.2.2   Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the College.

2.2.3   In the case of suspected theft a police report must be made by the family and a report number provided to the College.

2.2.4   In the case of loss or accidental damage a witnessed statutory declaration signed by a parent / guardian should be provided.

2.2.5   Laptops that are damaged or lost by neglect, abuse or a malicious act, may require reimbursement of the costs if not covered by insurance. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs.

2.2.6   Students will be required to replace lost or damaged chargers.

2.2.7   If an insurance claim is required the family will be responsible for the insurance excess ($150 per claim) associated with the repair or replacement of the laptop if caused by any loss, accidental damage, theft or damage by theft.

2.2.8   For all insurance details refer to the MacBook Incident Protection Arrangement.

User Charter

2.3 Financial Commitment

2.3.1 On signing the Enrolment Form Parents/Guardians accept the responsibility for the payment of School Fees and Charges which include the laptop charge and any other costs related to the laptop program as determined and amended from time to time by the College.

2.3.2 A tax invoice will be generated for the full amount owing at the beginning of the program.

2.4 Substitution of equipment

2.4.1 When a laptop is replaced, it will be replaced with one of a similar age. This will be organised by Saint Ignatius College.

2.5 Standards for laptop care

2.5.1 The student is responsible for taking care of the laptop in accordance with the Digital Technology Booklet.

2.5.2 In terms of backing up all data securely, students must be aware that the contents of the laptop may be deleted and the storage media reformatted in the course of repairs.

Details of what is included:

MacBook Air Laptop:	13-inch:
(Final specifications	8 Core CPU
may vary)	8GB RAM
	128 GB Solid State Storage
	Weight 1.29 kg

Software: as listed on Page 4 of this document.

MacBook Incident Protection Arrangement

The Saint Ignatius College MacBook incident protection is made up of two distinct parts:

1. **Replacement:** *Total replacement for stolen units with a model of similar age.*

2. **Repair:** *laptops are covered for accidental damage which costs more than $150.*
   Units are to be repaired/reinstated by the school to full working order.
   Parents will pay for such repairs up to a capped amount of $150 per repair (inc. GST).

Operation

The Arrangement:

- Cost is a $100 per annum levy charged in addition to school fees and charges.
- Is for the planned life of the laptop program (normally three years).
- Is available only to students leasing the laptop via the school's laptop program
- Remains in operation only whilst the student remains at the school.
- Students must follow the school's instructions as to the care and management of their laptops.
- Reasonable care must be taken in the transport of the laptop to and from school.
- Laptops must be safely secured when unattended i.e. in locked school locker or safely locked away at home.

What is covered:

- Laptops are covered for accidental damage which costs more than $150. Units are to be repaired/ reinstated by the school to full working order. Parents will pay for such repairs up to a capped amount of $150
- Stolen laptops will be replaced with the same model - this is likely to be a used replacement computer of similar age or if the same model is not available - an equivalent model approved by the school. A police report will be required for claims made for stolen laptops.
- This arrangement covers the laptop and AC adapter only. It does not cover any other software, peripherals or private items associated with the laptop.

Precautions

- You must take all reasonable precautions to prevent loss or damage to the laptop and comply with all reasonable standards, statutory requirements and manufacturers' recommendations relating to the safeguarding, operating and maintenance of all associated with the laptop.

What is NOT covered:

- Negligent or deliberate damage - where this is suspected it would be reviewed by the school and then discussed with the parent/ guardians.
- Stolen units not supplied with an appropriate police report.
- Theft from an unlocked motor vehicle, unlocked premises including school locker.
- Any item other than school supplied laptop and AC adapter.
- Damage or loss during overseas travel.
- Damage caused when the unit is placed in the luggage hold of an aircraft.
- Damage or loss of goods due to "acts of God" including flood, earthquake, bushfires.
- Acts of terrorism or acts of war.
- Components that have been defaced or altered.
- Items cleaned by a solvent that causes damage.
- Loss or damage outside the period of cover.
- Loss or damage where a person other than the nominated laptop user has contributed to or caused the loss or damage.
- Damage through inappropriate storage.
- Damage due to overheating caused by using the laptop on surfaces which restrict airflow or by changing the power settings to allow the laptop to remain on when stored in a bag.
- Normal "wear and tear".

MacBook Incident Protection Arrangement

Cost

- All the repairs/replacements are subject to a defined payment by the parent which is capped at $150
- In the event of an initial total replacement of a laptop (first occurrence) - the parent will pay the maximum excess fee of $150
- In the event of a **SECOND** or subsequent total replacement of a laptop - the parent will be required to pay an excess of $500.

Repair of laptop procedures

- A laptop Incident Report Form is to be completed detailing how the damage occurred. This is to be signed by a parent/guardian and returned to the IT service desk.
- Repairs will be to damaged components only. Defaced or worn components will not be repaired.
- Any disputes as to work quality are to be discussed with and arbitrated by the College's ICT Manager.
- In the event that the hard disk is repaired, the laptop will be restored to the school's default software image.
  It is the student's responsibility to restore all data. The College cannot be held responsible for lost student data.

What happens if the claim is accepted?

- In most cases, the school will accept the claim and cover the cost of repairs. Your son's/daughter's repaired laptop will be returned to him/her as soon as possible after the claim is lodged
- The excess fee will be added to your College fees invoice

What happens if the claim is rejected?

- Claims are rarely rejected. When they are, it is usually because of gross negligence or deliberate inappropriate actions
- If the school rejects your claim, you will be required to pay the total cost of repair of the laptop

Replacement of laptops

- In the event of a theft the Incident Report Form must be completed and signed. A police report is to be attached detailing the circumstances of the theft
- Once the request is assessed and approved a replacement laptop will be provided
- The replacement laptop is likely to be a used replacement computer of similar age or if the same model is not available - an equivalent model approved by the school

Reinstatement

- Any replacement laptop(s) supplied to you by the College following a valid claim for a laptop that has been lost, stolen or damaged beyond economical repair, will be automatically protected for the remaining period of the Policy without payment of any additional premium

Who can I talk to about this process?

- If you have questions regarding the incident or responsibility for the damage to the laptop, please contact the ICT Manager
- If you have questions regarding payment of the excess or the cost of repairs, then you should speak to the College Business Manager
- If you have questions regarding the repair of the laptop, you should contact the College IT Department: itsupport@ignatius.vic.edu.au

Acceptable Use Policy

This policy applies to the users of the Saint Ignatius College Network, Email, Internet, Intranet and other electronic equipment. This includes but is not limited to all students, staff, contractors, casuals, temporaries and volunteers at the College.

Each individual using the College network agrees that they are solely responsible for their actions, or the actions of others, for all material accessed and all actions undertaken whilst under their account on the network.

Users understand that all aspects of use of Information, Communications and Technology (ICT) will be monitored and that the ICT team may view user's files, usage or screen at any time for either maintenance or monitoring.

All users agree not to:

→ Use any ICT equipment to negatively effect the learning of any other person
→ Use ICT equipment to bully, threaten, intimidate or communicate in a negative way to another person
→ Eat or Drink whilst using a computer
→ *Record either audio or video, take photos or images of any person without their consent*
→ *Change their College issued password*
→ Deliberately seek to infect, damage or destroy hardware and/or software
→ Print material that is not school related, ie. personal photos, party invitations, etc whilst at school.

Any breach of these basic requirements could result in costs involved in repair/replacement being payable by you, your account being suspended or other disciplinary action as determined by the Year Level Coordinator/ICT Manager/Deputy Principal or Principal.

By using the College Network and Services you agree to accept the terms and conditions outlined in this document.

Email

Saint Ignatius College provides an email account for all users. The email system provided is to be the primary one used on the school network. This means that other mail providers are not to be used for school purposes.

All users of the email system are automatically added to a series of College circulation lists. These lists enable the College to pass on important and relevant information to its members in an efficient way. Such lists are moderated and all messages submitted must be relevant to the list members.

1. The email tool is to be used for the purpose of electronic communication between two parties. It is not to be used for spam, annoying, harassing or abusive emails, this includes 'chain' emails. Email is considered harassment if it offends the receiving party in any way.

2. The individual is responsible for all emails sent and received via their email account.

3. ***Proper use;***
   a. No individual shall send an offensive, obscene, discriminatory, insulting or disruptive email to any other person.

   b. No individual shall store, send or knowingly receive any pornographic, or other sexually explicit material.

   c. The use of email to obtain, disseminate or publicise derogatory, defamatory, offensive, illegal or in any other way inappropriate material which include;
      i. Language that is not appropriate, such as swearing
      ii. Offensive or inappropriate cartoons or jokes
      iii. Ethnic, religious or racial slurs

   d. The bulk dispatch of emails where this is likely to cause offense or inconvenience to recipients.

   e. The use of forged or in any way deceptive email messages or headers.

   f. The circulation of material over which a third party holds an intellectual property right without their explicit permission.

   g. The use of email must in all ways meet the conditions of the College's equal opportunity and Personal respect and dignity policies.

   h. Access to other people's e-mail accounts is not permitted.

4. College e-mail system administrators will ***not*** routinely monitor an individual's e-mail and will take reasonable precautions to protect the privacy of e-mail. However, e-mail is ***not completely confidential and private***. College email system administrators and/or other authorized persons may access e-mail.

   a. when there is a reasonable basis to believe that this policy or Australian, State or Local Law has been violated;
   b. to diagnose and resolve technical problems involving system hardware, software, or communications; and
   c. as otherwise required or permitted by law.

5. Users should delete old emails and clear the 'sent items' folder on a regular basis, to ensure sufficient free space to fully utilise email functions

   Any breach of the Email policy will automatically result in your account being suspended and further disciplinary action if required.

Internet

Saint Ignatius College provides internet to students for school research, assignments and other educational related activities only. The internet is a very valuable research tool and all students and staff are encouraged to use it, provided it is used appropriately as per the ***Student Internet Guidelines*** on page 17.

Acceptable Use Policy

All users agree not to:

1. Access, view, download, print, distribute or post any material that may be considered inappropriate, offensive, obscene or discriminatory including material that contains adult themes or that has racist, sexist or political.

2. Access, view, download, print, distribute or post any material, which includes inappropriate comments in relation to individual's disabilities, or any physical attributes.

3. Attempt to break/hack into security mechanisms at the School or any other Internet sites, including the use of anonymous proxy sites.

4. Post any information on the Internet on behalf of the College unless specifically authorised to do so.

5. Copy or download information/graphics/music/video files, from the Internet, unless it/they are fully acknowledged using normal resourcing and referencing rules that applies to the use of hardcopy documents.

6. Create forums, accounts, groups or other listings on Social Networking sites such as Facebook, MySpace, Twitter, etc or create stand alone websites under the name of the College or under the name of any other individual.

7. Use the College logo, name or images in any way unless approved by the Principal.

8. Download unrelated school materials, including games, music, movies and all other unrelated school material.

9. Use at any time chat and/or file sharing programs unless authorised by the teacher.

10. Post pictures on social networking sites of students in our College uniform. Or any member of our school community without their permission.

11. Access the internet via any means including, mobile tethering, personal hotspots, USB wireless modems etc when at the College.

Any breach of this policy will automatically result in your account being suspended and further disciplinary action if required.

Intranet

The College Intranet is a dynamic interactive learning environment accessible by all members of the College community and as such care must be taken when using this resource.

All users agree to:

1. Use the same principles as the College Internet policy with regard to content posted to the Intranet.

2. Report any misuse to the IT resource area.

3. Not attempt to hack/break into any area of the Intranet.

4. Respect others.

5. Never leave their laptop unattended unless secured in a locker.

Failure to comply with the above conditions will subject the student to the usual discipline procedures of the College. This may result in full denied access or suspended access for a specific period of time, at the discretion of the Year Level Coordinator/ICT Manager/Deputy Principal or Principal.

The Deputy Principal and Principal will handle severe breaches of the policy.

Student Internet Guidelines

Overview

Saint Ignatius College provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The College believes that the resources available through the Internet are of significant value to the learning process and preparing of students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All College computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers. While reasonable precautions will be taken to supervise student use of the Internet, the College cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside the school. The school is not responsible for the accuracy or quality of information that students obtain through the Internet.

The educational value of appropriate information on the Internet is substantial. However, the Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the College setting.

Among other things, there is information that may be inaccurate, abusive, profane, or illegal.

Students are expected to use the resources in a manner consistent with this policy and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

Home use of the Internet by students must be supervised and parents are completely responsible for the student's use of the Internet resources from home. A daily time limit for home use is highly recommended.

Moral Responsibility

When using the College system it may feel like you can more easily break a rule and not get caught. This is not in fact true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in any other setting.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong, that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

A. Computer Use is a Privilege, Not a Right

Student use of the school computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

B. Acceptable Use

Based upon the Acceptable Use Policy as outlined in this document, the College will deem what is appropriate and inappropriate use of the system. In addition the College has the right to place reasonable restrictions on the material you access or post through the system.

Student Internet Guidelines

These behaviours are not acceptable:

Copying Software: Copying or downloading software without the express authorisation of the system administrator;

Non-School-Related Uses: Using the schools computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes.

Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords and/ or accessing other users' accounts;

Malicious Use/Vandalism: Any malicious use, disruption or harm to the school department's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and

Unauthorized Access to Chat Rooms/News Groups:
Accessing chat rooms or news groups without specific authorisation from the supervising teacher;

C. Prohibited Use

The user is responsible for his/ her actions and activities involving school computers/ laptops, networks and Internet services and for his/her computer files, passwords, and accounts.

Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

Accessing Inappropriate Materials: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

Illegal Activities: Using the schools computer, networks, and Internet services for any illegal activity or activity that violates other College policies, procedures and/or school rules;

Violating Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other College policies regarding copyright material.

Plagiarism: Students representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Website must be identified;

D. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks, and Internet services owned or leased by the school. The College reserves the right to monitor all computer and Internet activity by students. Users shall have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the College for any losses, costs or damages incurred by the College related to violations of this policy.

F. The College Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The College assumes no responsibility for any unauthorised charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Student Internet Guidelines

G. Student Security

A student shall not reveal his/ her full name, address, or telephone number on the Internet. Students should never meet people they have contacted through the Internet. Students must inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the IC Manager. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/ her privileges revoked and may be subject to additional disciplinary and/or legal action.

Printing Guidelines

To defray growing costs of printing and reduce unnecessary waste, the school has implemented a printer cost accounting system called **"PaperCut"** to monitor and charge for all student printing in the school. Each student is given a printing charge account tied to their computing userID (logon ID.

All prints sent under such a logon, will be charged to the corresponding printing charge account. PaperCut operates much like a bank debit account system. Account balances and charges are maintained electronically on a central server.

Students' initial quota balance at the beginning of Term 1 will be **$5.00** (which means 100 A4 pages of black and white printing or 10 A4 pages of colour printing.

If a student's printing account approaches and reaches a $0 cash balance, students are able to add more credits to the account by purchasing credit from the IT Service desk. Students need to bring their college supplied ID card with them when adding print credits.

Reduce Your Printing Costs and environmental impact.

Don't send the same print job multiple times - Check the print queue.

This is one of the most common mistakes made. If your printing doesn't come out straight away it is most likely stuck behind another print job. Be patient, or cancel your printing from the print queue on the printer before re-printing.

Only print what you need.
Consider whether it is really necessary to print your work. Could it be submitted on Canvas or otherwise sent digitally to your teacher?
Don't print draft copies of your document for every minor revision.
Check print preview to find out how many pages will be printed before sending your print job to the printer.
Print double sided where possible.

Mobile Phone and Electronic Device Policy

This policy covers the use of student owned mobile phones, smart phones, iPods and other electronic devices (including smart watches, iPads and other tablet devices) with built in cameras and/or the ability to connect to the Internet.

Rationale

Saint Ignatius College acknowledges that there are valid educational uses of mobile phones and other electronic devices however, the use of such devices during school times or on school activities must be carefully regulated and considered to prevent inappropriate use. Students' engagement in learning, development of positive relationships and healthy social interaction should never be compromised by inappropriate use of mobile phones or other electronic devices.

Policy Synopsis

→ The College takes no responsibility for loss or damage to mobile phones / electronic devices.
→ Students must not use their mobile phone to contact their parents and/or arrange to be collected from school if they are unwell.
→ It is recommended that devices remain in lockers throughout the school day.
→ Use of devices during class only by permission from the teacher.
→ Students are not permitted to send text messages, access social media or make voice calls during the school day.
→ Students are NOT allowed to walk around campus with earphones in or use earphones in designated learning areas at school without staff direction.
→ No mobile phones / devices in examination rooms.
→ Students are not permitted to use their device for unauthorised photography or video footage.
→ If a student is caught texting / on social media or on a voice call during 8.50am and 3.05pm the student will have their phone confiscated and an infringement will be issued.

Policy

Mobile phones and other electronic devices are brought to the College by students at their own risk. The College does not accept responsibility or liability for lost, damaged or misplaced student property and does not have insurance which cover loss or damage.

During the school day, (between 8.50am and 3.05pm), if students do not need their mobile phones or other devices for class activities in their subjects, it is recommended that they be secured in lockers. If students do carry their mobile phones with them, they should not be visible, e.g. they should be in a pocket and out of sight.

Unless given specific permission from their teache , phones and other electronic devices must be turned off when:
→ students are in class,
→ moving between classes,
→ in private study,
→ at assembly or involved in any formal school activity in which the use of activation of the phone or device would interrupt the program.

Teachers can ask students to place their phones or other devices on the teacher or student's desk or on the floor to ensure they are not being used inappropriatel . If permission is granted for use as a music/calculator/internet device, the phone must be placed on the student's desk in clear view to be monitored by the teacher for designated use.

Mobile Phone and Electronic Device Policy

Students must not access their phones during recess and lunchtime. Students are not permitted to send text messages, access social media or make voice calls during recess and lunchtime.

Mobile phones or other electronic devices must be turned off during a fire evacuation or lockdown procedure as use could pose significant risk.

Students are not permitted to use phones (as a music device) or portable music devices during the school day (8.50am – 3.05pm) unless directed by a staff member. Earphones may only be used in teacher directed activities. Students are NOT allowed to walk around campus with earphones in or use earphones in designated learning areas at school without teacher direction.

Students must not take mobile phones into examination rooms. If they do they will be asked to place them in a tub at the front of the class as visible evidence that the mobile phone is turned off for the duration of the examination. Disciplinary action will be taken against any student who is using a mobile phone during exams or assessments in accordance with VCAA regulations.

Students must not use their mobile phone to contact their parents and/or arrange to be collected from school if they are unwell. Students should report to the Sick Bay, where College staff will then contact parents as appropriate.

Students are not to answer phone calls or text messages from parents whilst in class. Emergency messages will be relayed to the students via the Front Office.

Students are not to use mobile phones to take photos or videos of staff or students in classrooms, in the vicinity of the College or in public places without the express permission of a staff member. These actions may be illegal and police involvement may be initiated. This policy also includes answering personal phone calls, reading or replying to personal emails or text messages, playing electronic games or engaging with social media on the device during classes or during other supervised educational activities.

Camps, Retreats and Excursions

Students will be advised by the organisers of camps, retreats, excursions, inter-school sport or other College activities whether permission is granted to take and use a mobile phone or other electronic device whilst undertaking these College activities. Failure to follow this policy will result in the mobile phone or electronic device being confiscated for the duration of the activity.

Consequences

Failure to follow the above policy will result in the mobile phone or electronic device being confiscated from the student. The device will be handed to Reception where the students name will be recorded and the phone passed to the Deputy Principal (Students). The teacher who confiscated the device will issue an infringement. The student is able to collect the mobile phone or device from the Deputy Principal (Students) at the end of the school day.

If the student has his/her phone or device confiscated three times then he/she will be placed on an after school detention and parents will be notified of these repeat offences.

If a student has his/her phone or electronic device confiscated a further three times then the student will be placed on a mobile phone/electronic device acceptable use contract which will involve handing his/her phone or other electronic device to Reception at the start of the school day and collecting it at the conclusion of the school day.

Mobile Phone and Electronic Device Policy

Device Usage and Legal Issues

In-phone cameras and voice recorders are only to be used in school;
→ With permission from a teacher
→ As part of the College's educational program
→ With the permission of all people who will be photographed / videoed or otherwise recorded.

Any student who uses a mobile phone or other electronic device to menace, harass or offend another person may be charged with a criminal offence. Students who use their phone or electronic device on College grounds, to engage in such behaviour, or take unauthorised photos or video footage, or post private information about another person, will have their mobile phone or electronic device confiscated and their right to have a phone or electronic device at the College will be reviewed. Further disciplinary action may also be taken in accordance with the Saint Ignatius College student Code of Conduct.

If a student breaches the conditions of this policy and then refuses to hand the phone to the teacher, the student will be removed from the class and parents will be requested to collect the student from the College. A meeting with the Homeroom Teacher, Year Level Coordinator, student and parent/guardian will be required before re-entry to the College. At this meeting, the student must agree to follow the conditions of this policy for re-entry to classes.

Please note that this Policy is revised from time to time. Any updated version will be published on the College website: ***https://www.ignatius.vic.edu.au/our-school/student-information#790***

Acceptable Use Agreement

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- student owned devices and mobile phones
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Acceptable Use Agreement

Student Declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the date or another user or attempting to log into the network with a user name or password or another students

Saint Ignatius College

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