
St Joseph's Catholic Primary School Corinda
Student 1:1 Device Program



Policy and Guidelines Booklet

WHAT IS A 1:1 DEVICE PROGRAM?

The 1:1 Mobile Device initiative is an exciting opportunity to provide "anywhere-anytime learning" for our students and to develop the ICT capabilities that are required for students to be confident and competent digital citizens. Students will be engaged in learning activities which enable them to construct knowledge, collaborate and communicate, problem-solve in a real-world context, be innovative and self-regulate their learning. At the same time, they gain valuable 21st century skills that will be beneficial throughout their lives and careers.

1:1 DEVICE PROGRAM – AN EDUCATIONAL AND CATHOLIC IMPERATIVE

We are a faith-filled learning community creating a better future

Education Strategy 2024, Brisbane Catholic Education

The Australian Curriculum reflects the Alice Springs (Mparntwe) Declaration on the Educational Goals for Young Australians (2019) that is "a world class education system that encourages and supports every student to be the very best they can be, no matter where they live or what kind of learning challenges they may face".

"As a foundation for further learning and adult life, the curriculum includes practical skills development in areas such as ICT, critical and creative thinking, intercultural understanding and problem solving. These skills support imagination, discovery, innovation, empathy and developing creative solutions to complex problems. They are central to contributing to Australia's knowledge-based economy" (Mparntwe Declaration, 2019).

The Australian Curriculum describes specific knowledge, understanding and skills about technology and its use in ways that are interactive, multimodal and provide flexibility across contexts and audiences. Ways to use, share, develop and communicate with ICT are named within the content of individual Learning Areas of the curriculum and the use of ICT is integrated across all Learning Areas through the ICT General Capability.

Catholic Education is called to meet the challenges of learning in a digital age. Expressed in the words of Pope Francis, "*The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God*". (Pope Francis: 2014)

Learning and living are not two separate endeavours that students engage with in isolation. Technologies and their uses are pervasive across all areas of our society and modern living. In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

To support online safety, teachers will teach and re-teach expected behaviours when interacting in digital environments by using the St Joseph's Behaviour Matrix.



	Learning Spaces	Eating Areas	Play Spaces	Gathering Spaces	On The Move
BE SAFE Yourself and others <i>By acting responsibly</i>	<ul style="list-style-type: none"> Move safely in all learning spaces Ask permission to leave the learning space Be responsible for your words and actions Be Cyber Safe when online Use equipment correctly Hands and feet to yourself Be an active bystander 	<ul style="list-style-type: none"> Sit and eat in eating areas before being dismissed to play Eat your own lunch Put your lunchbox in the right place when you have finished eating Put your rubbish in the correct bin Wash your hands 	<ul style="list-style-type: none"> Wear your hat to play Walk on concrete and pathways Let a teacher know if you or others are hurt Play in the right area Play with equipment safely Hands and feet to yourself Be an active bystander 	<ul style="list-style-type: none"> Participate in rituals Body and mind stillness Enter and exit calmly 	<ul style="list-style-type: none"> Move promptly to pick up area and wait patiently Go to the toilet with a buddy Wash hands after the toilet Sit quietly in the undercover area in the morning until allowed to play Take turns and be patient at the bubblers Walk carefully around the school
BE A LEARNER Yourself and others <i>Learning to love learning</i>	<ul style="list-style-type: none"> Be an active learner and participate Be on task Be organised and ready to learn Challenge yourself to progress your learning 	<ul style="list-style-type: none"> Eat food and drink water to support learning Include others at eating time 	<ul style="list-style-type: none"> Be friendly and kind to others Be organised and bring all equipment / lunch with you Follow teacher instructions Respond promptly to the bell Care for our school environment 	<ul style="list-style-type: none"> Sit quietly and listen attentively Follow teacher instructions Celebrate together 	<ul style="list-style-type: none"> Follow all teacher instructions and safety rules Be ready to move in the pickup zone Put your belongings in the right place
BE RESPECTFUL Yourself and others <i>Through actions and words</i>	<ul style="list-style-type: none"> Look after classroom and personal property Speak positively and listen to others Raise your hand and wait to speak Use manners Respect the right for everyone to learn 	<ul style="list-style-type: none"> Clean up eating area All rubbish in the correct bin Put your hand up and wait for teacher instructions before going to play Speak positively and wait your turn patiently at the tuckshop 	<ul style="list-style-type: none"> Speak positively and listen to others Make everyone part of your fun Take turns and share Return equipment Follow the rules of the game and play fairly 	<ul style="list-style-type: none"> Participate by singing and responding Listen to speakers Join in prayer Be welcoming to all 	<ul style="list-style-type: none"> Check in at the office for a late pass if you arrive late Share pathways to let others past you Go to the toilet at appropriate times

A Brisbane Catholic Education School *Act justly, love tenderly, walk humbly with your God*

Educational Opportunities for a 1:1 Device Learning Program

Contemporary learning environments offer flexibility and opportunities for collaboration, independence and connectivity to global resources. This sort of anytime, anywhere learning is supported by access to portable technologies (e.g. iPads or laptops). The Brisbane Catholic Education approach is developed out of the following emerging issues, related to the 1:1 device program and implications for contemporary learning and teaching in all schools in Brisbane Catholic Education.

Learning and Teaching:

- Learners and teachers create contemporary learning environments and quality learning outcomes as they shape and enrich their own and others' worlds.
- Teachers use contemporary resources in a balanced approach to deliver the Australian Curriculum.
- Brisbane Catholic Education is establishing access to teacher and student online learning and teaching environments and content.

This is underpinned by the following assumptions:

- The world of students within and beyond the school is connected by the use of contemporary information processing, communication and collaboration tools.

- Teachers engage in continuous learning to enhance their professional practice and the practices of their students.
- School and organisation leaders create the conditions that enable the vision to be realised.
- Planning and resourcing is future focused and flexibly delivered within the learning context of the school.
- Accountability and improvement are reviewed through the School Cyclical Review process.

St Joseph's vision for learning

The St Joseph's vision for learning is that all students understand what it is to be an effective learner in order to achieve success. St Joseph's provides opportunities for students to be collaborative, creative, capable, reflective, active and informed learners in accordance with the Australian curriculum.



1:1 Device Learning Program at St Joseph's Catholic Primary School, Corinda

Students at St Joseph's participate in a 1:1 Device Learning Program from Year Three. Each Year 3 student will be issued with a device for their educational use whilst enrolled at the school from Year 3 until the end of Year 6. This device will remain the property of the school.

The roles of the school, students and parents

The roles of the school, students and parents in St Joseph's Corinda 1:1 Device Learning Program are outlined below, with the associated actions and responsibilities listed in the following section.

The role of the School

The school provides leadership (vision, planning and management) to ensure that the 1:1 Device Learning Program is driven by an educational imperative, focusing on successful learning outcomes and supporting the school's vision for learning. School leadership continue to work with teachers to create contemporary learning environments that allow students to learn. This will include engaging teachers in continuous learning to enhance their professional practice. The school plans for and manages the technical environment and functional aspects including security, to ensure the program's success.

The role of the Students

Students understand that the primary purpose of the 1:1 Device Learning Program is to support their learning. Students use technology in their learning to investigate, collaborate and communicate in a safe and responsible way that reflects good digital citizenship.

The role of Parents/Caregivers

As with all aspects of learning, the school values parent and community engagement and the important role this plays in achieving successful outcomes. Parents/Caregivers are the first educators of their children and have a vital role to play in their child's learning. Working in partnership with the school will help to ensure the success of the 1:1 Device Learning Program. Parents have an important role in the co-education of their child about issues related to the care of technology and its safe and responsible use. Parent/Caregivers support the school by maintaining an active interest in their child's learning, including understanding how technology is being used to support learning in the classroom and at home. Parents also have a role in meeting financial obligations associated with the school's technology levy.

School, Student and Parent/Caregiver Responsibilities and Actions

School Responsibilities and Actions

The school is responsible for providing leadership for the 1:1 Device Learning Program and school leaders play an integral role in this leadership. Effective leadership plans for and manages considerations related to successful learning; professional practice; parent and community engagement; as well as technical environment and functional aspects. Responsibilities and actions for the school in relation to the 1:1 Device Learning Program include:

- **Successful Learning**
 - Creating the conditions that enable the school's vision for learning to be realised.
 - Ensuring that the 1:1 Device Learning Program is driven by an educational imperative, focusing on successful learning outcomes.
 - Creating learning environments that enable connected, real-life learning, within which technology is used flexibly and innovatively to improve learning.
 - Ensuring alignment with other school policies including behaviour, in particular ensuring that students are supported to use technology safely and responsibly.

- **Professional Practice**
 - Ensuring that teachers engage in continuous learning (through professional learning and sharing) to enhance their professional practice and the practices of their students.
 - Ensuring decisions are informed by evidence of impact on learning, including how technology supports students to develop the dispositions necessary for a successful future.

- **Parent and Community Engagement**
 - Providing parents/caregivers with information that enables them to be involved as key partners in learning, including through the 1:1 Device Learning Program.
 - Providing parents with information about the logistics of the 1:1 Device Learning Program, including costs, parent and student responsibilities and related policies and procedures.

- **Technical Environment and Functional Aspects**
 - Driving responsible stewardship by ensuring decision making processes are collaborative, transparent and accountable.
 - Planning for and managing safe and connected learning environments. Elements include ensuring:
 - Appropriate device selection and support, network infrastructure and system access;
 - Access to software that will support learning and data management/storage, which adhere to safety and privacy principles;
 - Technical support to assist students to manage the device and keep it operational;
 - Clear operational procedures which support the teacher to manage technology in the classroom. This includes the right to inspect students' devices.

Student Responsibilities and Actions

Student responsibilities and actions in relation to the 1:1 Device Learning Program include:

- **Educational Purpose**

- Being active participants in their learning and their use of devices for educational purposes. This extends to the use of the school network, including the internet and all associated infrastructure as well as ensuring that non educational software (where permitted) or data, does not inhibit the use of the devices as a learning tool.

- **Using Technology Safely and Responsibly**

- Complying with all elements of the school's Acceptable Use of Computer and Internet Resources policy and the School's Behaviour policy to ensure the safe and responsible use of technology including:
 - Applying personal safety practices by keeping personal information private and securing digital information;
 - Reporting unsafe behaviours to the school;
 - Using technology ethically (e.g. not accessing or sending content to bully or defame others or that is illegal, dangerous or offensive);
 - Engaging in appropriate practices to recognise the intellectual property (including copyright) of themselves and others. This extends to only installing/storing appropriately licensed software (and material e.g. downloads) on the device.

- **Device Management & Security**

- Complying with all elements of the school's *Acceptable Use of Computer and Internet Resources Policy*.
- Bringing the device to school each day ready for learning:
 - Fully charged and operational. Students seek support to resolve technical problems according to school procedures;
 - Clean and clearly labelled with authorised identification.
- Keeping the device safe and secure at all times, including:
 - Following school and classroom rules for the use, transport and storage of the device;
 - Transporting the device in the designated bag whilst travelling to and from school;
 - Reporting to the school instances of loss, damage or theft of the device as soon as possible (police report may be required).
- Managing the device in alignment with school behaviour policy, including:
 - Accessing the Internet only through the wireless network when at school;
 - Maintaining the network setting required to connect to the school network without alteration, unless directed to do so by the school;
 - Backing up data and updating software as recommended/directed by the school. Students will be responsible for storing work on Microsoft OneDrive.

Parent/Caregiver Responsibilities and Actions

Responsibilities and actions for parents in relation to the 1:1 Device Learning Program include:

- Maintaining an active interest in their child's education by understanding how technology is being used to support learning.
- Supporting the care and responsible use of technology by:
 - Working alongside the school to educate their child about safe and responsible use of technology.
 - Monitoring the use of the device outside of school including internet access.
 - Supporting and reinforcing school policies and procedures including:
 - Acceptable Use of Computer and Internet Resources Policy;
 - School Behaviour Policy;
 - Operational procedures and responsibilities in relation to the 1:1 Device Learning Program including ensuring safe and secure storage of the device;
 - Acknowledging the schools right to inspect the device.
 - Reporting to the school instances of loss, damage or theft of the device as soon as possible (police report may be required).
- Ensuring the return/transfer of the device at the end of the program in Year 6 or in the event of the student leaving the school prior, including returning all genuine parts provided.
- Meeting financial obligations related to the school's technology levy.
- Taking responsibility to ensure provisions are in place on home internet networks to filter out any inappropriate content children may observe on their school device.

Further information

Maintenance

- At the commencement of the program, Year 3 devices will remain at school to explicitly teach students how to use the device in a safe and practical way. Prior to devices going home, all relevant documentation is to be signed by the students and their families.
- Teachers will inform families when devices are being taken home. Once this occurs, devices will be taken home each night, charged and returned each day and after each holiday break. This is except for the Christmas period when the devices will remain at school for maintenance.
- No software is to be installed on the device without permission from St Joseph's School.

Use of the School Wireless Network and Internet Access

- The School Wireless Network and all associated infrastructure are for educational use.
- The Internet is only to be accessed through the School Wireless Network while at school (i.e. no mobile network access from student devices).
- Students may access cloud based contemporary resources only under the supervision, direction and guidance of St Joseph's staff.
- Parents should be aware that the internet provisions at home may differ from those at school. It is essential that parents seek their own advice regarding security controls when children are accessing home internet services.

Damage and Difficulties

- All damage, loss or difficulties with a device must be reported to the school as soon as possible.
- All care and responsibility should be taken for the device. School devices are covered by a limited warranty. If there is a difficulty reported about the device, St Joseph's staff will assess and determine if a warranty claim can be organised.
- If the device suffers damage due to neglect, misuse or careless behaviour, the full cost of repair will be the responsibility of the parents. The school will organize the repairs, and the family will be invoiced the full cost. Where possible, the school will issue a replacement device to be used during school hours only.
- It will be the responsibility of the parents to provide a replacement stylus, charging cord, case if the item/s is damaged. These items need to be replaced with genuine parts and through the school QKR account.
- The school will cover accidental damage at the discretion of the principal.
- If the device is stolen from school (during school hours), provided that the student has met all their security obligations under this agreement, then the school will organise an insurance claim.
- It is the responsibility of parents to insure for loss, theft and/or damage outside of school hours.
- If devices are lost outside of school hours, it is the responsibility of parents to report this loss by phone or at the school office as soon as it is known to be missing.

Repairs and replacements

- Should a student's device ever require repair or replacement, the school will provide, where possible, a replacement "hot swap" device to support ongoing learning opportunities. This device is only to be used for the duration of the child's device being repaired and the usual acceptable use protocols apply. The "hot swap" device will remain at school during this period of time.

- It is the responsibility of the parents to return all parts to the school when the child leaves, including genuine parts for the cases, charging cords and stylus.

Parent Consent Form



St Joseph's Catholic Primary School Corinda

1:1 Device Learning Program Consent and Registration Form

This Consent Form must be signed by a parent/caregiver and returned prior to students taking home the device as part of the 1:1 Device Learning Program.

Children in Years Three – Six will be provided with **one** each of the following items to support their learning at St Joseph's. Warranty claims for faulty goods will be handled by the school.

- Device**
- Charging cord**
- Stylus**
- Headphones (parents purchase through the Book Pack)**
- Case and screen protector (where applicable)**
- Bag**

I confirm that I/we have read and understood the school's:

- Student Device and Internet Resource Consent Form (signed at enrolment)
- 1:1 policy and guidelines booklet (Online in the Parent Portal)

Name of child: _____ **Class:** _____

Parent/Caregiver Name: _____

Signature: _____

Date: _____

Staff member name: _____ **Staff member signature:** _____

\

Student Device Contract



St Joseph's Catholic Primary School Corinda

1:1 Device Learning Program Student Contract

I agree to the following guidelines while using my device:

(Please tick)

- I will only use my device at school with a teacher's permission.
- I will only use my device at home with my parent's permission.
- When I am at school, I will only use the software, websites and tools a teacher asks me to use.
- When I am at school, I will only use the device for learning activities unless otherwise instructed by staff.
- I will only download software that school staff approve. I will not install software at home.
- I will only access school photos and videos as directed by teachers.
- I will only use my school email account for school purposes.
- If I receive an email that is not for a school activity, I will not reply and I will tell my teacher.
- If I ever see something on my device that is inappropriate (at school), I will tell my teacher immediately.
- If I ever see something on my device that is inappropriate (at home), I will tell my parents immediately.
- I will follow teacher's directions and school rules and expectations when using and caring for the device.
- I will not clear the history on any internet browsers. I understand that staff may review my device history and general usage at any time.
- I understand that staff reserve the right to review the appropriateness of software installed on student devices and remove if required.
- I will only take photos, videos and recordings of others (including students and teachers) with their permission and under the guidance of staff.
- Staff and parents may request access to passwords at any time but no others, including siblings, or friends should be provided with personal information.
- I will transport my device safely in the bag provided and away from water bottles.
- I will be safe with my stylus, charging cords and device screens and understand additional costs will be required to pay should I damage these items.
- I understand my device should not be used by siblings or personal parental use.
- I will only use the device at Outside School Hours Care to complete homework when given permission by the staff.
- I will transport my device safely, including to and from school.
- I will not leave the device unattended or on the floor.
- I will report any issues, breakages or missing items to my parents and teachers straight away.

- I understand that my device may be wiped at any stage and photos and videos and work needs to be backed up regularly on OneDrive.
- I will not place any stickers on the device or deface any part, including the bag, in any way.
- I will report missing devices to my teacher and parents straight away.
- I will charge and use my device in a safe space at home under the guidance of my parents.
- I will only use my laptop for schoolwork, not for recreational use.
- I will only display screen savers or backgrounds that are appropriate for school.

These guidelines and expected behaviours are in place to support the safe and responsible use of equipment and online learning. I understand consequences will be put in place if I do not follow these guidelines. Some consequences may include being unable to use the device at home or at school for a certain amount of time, withdrawal of privileges such as personalised settings and meetings with parents and staff to discuss other appropriate measures. Misuse will be addressed in accordance with the Positive Behavior for Learning Policy.

Name of Student: _____

Signed: _____ **Date:** _____

Name of Parent/caregiver: _____

Signed: _____ **Date:** _____

Staff member name: _____ **Staff member signature:** _____