



Student Digital Device Responsible Use Policy

Introduction

The Digital Device Program for students at Sacred Heart College in 2024 offers the potential to have a deep impact on our students' education, and the learning process with this leading-edge eLearning tool. We are committed to making the Digital Device Program a positive experience for teachers and students at our college. On-going professional development will be provided for staff to enhance and improve student learning through the use of these devices.

What are the benefits of using a Digital Device at school and home?

- Access to Microsoft Office and Adobe suite through College licences
- Utilisation of other digital learning resources accessible on the internet
- Using SIMON, the College online learning environment at school and at home, students can, for example, access files prepared by teachers, upload assignments, collaborate and share work in forums
- Access to multimedia available on ClickView, the College multimedia database
- Electronic storage of work in the cloud; easier to share, copy, edit, and present
- Students will enhance their ICT skills during their education, now and into the future, and develop skills relevant to the workplace

What are the restrictions on what students can do with their Digital Devices?

The College expects students to be engaged with their digital devices and to have a sense of ownership of them. However, students must remember that the device is an educational tool used to facilitate their learning at Sacred Heart College. Students therefore have a responsibility to ensure they are used for legal purposes only, and primarily as an educational tool.

If it is evident that students are distracted from their work during class, or copyright laws are not being upheld, then the College will review Digital Device policies and make the required changes. Any changes to the policies will be advised to parents. This may involve restoring the devices to their default settings and restricting student user accounts.

Students and parents should be aware that the College will monitor activity on digital devices, including software installation, internet usage and email, to maximise student cyber safety and shared school network digital hygiene. The College reserves the right to inspect devices and if necessary, temporarily confiscate devices.

The following policy and guidelines must be read, and the requirements acknowledged before the Digital Device Use Agreement is signed and the device is issued to the student.

Responsible Use

Students should:

Respect the aims of the Digital Device program

- When in class use ICT equipment and resources for educational purposes only.

Respect others

- Follow the same standards of behaviour online as you are expected to follow in real life
- Observe copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from the Internet and do not claim the work as your own

Keep safe online

- Keep passwords, personal details and work secure
- Always get teacher permission before publishing to any online resource

Unacceptable Use

The following uses of ICT are considered unacceptable:

Personal safety DO NOT:

- Send or post personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, College address, work address, email addresses, etc

Illegal activities DO NOT:

- Make deliberate attempts to disrupt other people's use of ICT
- Make deliberate attempts to destroy data by hacking or any other means
- Engage in any illegal act, such as threatening the personal safety of others

Network security DO NOT:

- Attempt to gain access to any digital system or service, to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails
- Provide your password to another person
- Post information that, if acted upon, could cause damage to, or disrupt the network

Respect for privacy DO NOT:

- Re-post a message that was sent to you privately without the permission of the person who sent the message
- Take or distribute photos, sound or video recordings of people, including background figures and voices, without their permission

Respect for others DO NOT:

- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language
- Make personal attacks on another person/people
- Harass another person. If someone tells you to stop sending them messages, you must comply with their request

Plagiarism and copyright DO NOT:

- Plagiarise works found on the Internet.
- Use material from the Internet in a manner which is a breach of copyright laws
- Access or use material from the Internet which relates to exam or assignment cheating

Access to inappropriate material DO NOT:

- Use ICT to access material that:
 - is profane or obscene (pornography)
 - advocates illegal acts
 - advocates violence or discrimination towards other people

Digital Device Care and Security Guidelines

Students are responsible for the care of their Digital Device. The device must be treated as a valuable and fragile item. If the device is damaged it can be provided to the Sacred Heart College ICT team for repairs. Parents are responsible for the cost of all device repairs, which they can part offset by purchasing insurance when obtaining the device.

Use at home

Students are encouraged to use their digital device at home, connecting to a home network by logging in using your local account. If you have wireless networking at home, it should detect the SSID and ask for the WPA2 key, giving you Internet access, without having to change any settings. The College will not provide any support for your home network.

Internet safety and appropriate use

When using the College network, the same measures currently taken to protect students will apply to the digital devices. This includes filtering of sites and monitoring of student activity using the Internet Security and monitoring software. Students must also abide by the *Digital Device Responsible Use Agreement*, and understand that the College will exercise the right to take away the device for a period of time if the Agreement is breached.

At home, parents must play a role in supervising Internet use on the device, as the College cannot monitor Internet access outside the College network. Further advice is available from <https://www.esafety.gov.au/parents/resources> It is the decision of parents as to whether they allow their child to use the device for purposes other than education. Students must understand that regardless of how they use their device at home, at College it is an educational tool and they must not breach the Digital Device User Agreement.

Keeping your Digital Device charged

It is the student's responsibility to bring the device to school fully charged. Each device is supplied with a power adapter. The adapter is to be kept at home with the device charged overnight.

Health and Safety

Students will be advised of good ergonomic practice with a particular focus on good posture. This will include discussion about the position of the chair, desk and device. Students will also be reminded to avoid looking at any screen for prolonged periods. Generally, students will not be seated in the same place for long periods of time such as might occur in a work environment. Whilst using digital devices, students are likely to take frequent breaks during the class and throughout the day.

Use in the classroom

A Digital Device should only be used at the student's desk/table. Digital Devices should not be used on the floor at any time, nor outdoors at the College. Students must follow teacher instruction regarding device use in class and keep it closed until otherwise directed.

Digital Device Slip Case

A personal slip case will be provided with the device. Students are required to use the slip case for carrying the device around the College, and to and from the College within their College backpack. Nothing else should be placed in the slip case as this could lead to pressure damage to the device. In addition, students must be careful not to over-pack their backpack as this could also lead to pressure damage to the device or back injuries from the excessive weight.

Storage at school

Each student is allocated a personal locker for the storage of their books, equipment and digital device. The locker must be secured with a combination lock. The device must be stored in the student's own locker at recess, lunchtime and whenever it is not required for class. Students must take it home every night.

What to do if a Digital Device is damaged or stolen

- If a student misplaces or damages the device at school, they must immediately notify their Year Level Coordinator and the College IT Department.
- Any damage to the device whilst not at school must be reported to the College IT Department on the next school day or email the servicedesk@shckyneton.catholic.edu.au.
- If a device is stolen from your home, or car, please notify the police immediately. In addition, please notify the College IT Department on 5421 1250 or email the servicedesk@shckyneton.catholic.edu.au.

Appendix – Student Digital Device Program – Responsible Use Policy Agreement

Version	Comments	Date Released	Next Review	Author	Approved
1		2023	2024	ICT Manager	CLT
2	Rv no changes made	2024	2025	ICT Manager	CLT



Student Digital Device Program Responsible Use Policy and Guidelines Agreement

The agreement signed by both student and parent must be provided to collect the device.

Student's Name	
Parent/Guardian's Name	

Student to Complete

1. I hereby acknowledge that my parents and I have agreed to purchase the nominated College device from the College's supplier (LWT) portal for my academic use.
2. I have read and agree to abide by the *SHC Digital Device Responsible Use Policy and Guidelines*.

Student's Signature _____ Date ____/____/____

Parent/Guardian to Complete

1. I hereby acknowledge that we/I and my child have agreed to purchase the nominated College device from the College's supplier (LWT) portal for my academic use.
2. I/We have read and agree to abide by the *SHC Digital Device Responsible Use Policy and Guidelines*.
3. I/We agree to pay the excess on any insurance claim for repair or replacement of the device or, if insurance is not applicable, the full cost of repair/replacement of the device if this is necessary because of careless or deliberate actions by my/our child.
4. I/We understand that clause 3 above also applies if my/our child is found to be responsible for damage or loss of another student's device.

Parent's Signature _____ Date ____/____/____