



# **ST KIERAN CATHOLIC PRIMARY SCHOOL ICT DEVICE HANDBOOK**



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## 1:1 Device Overview

This handbook outlines St Kieran Catholic Primary School procedure structures which support the implementation of the School's 1:1 Device Program.

**St Kieran Catholic Primary School enthusiastically undertakes and supports this program to:**

- Provide a student-centred, experience-rich education as an enabler for 21st Century learning.
- Actively engage students in the learning process.
- Implement an effective and efficient way of supporting each student's learning journey.
- Facilitate complete student ownership of their learning device and control over their own learning environment.
- Connect education at St Kieran Catholic Primary School with today's technological world.
- Provide access to programs that increase the development of knowledge and educational opportunities leading to increased intellectual attainment.
- Expand the methods of learning and opportunities for differentiated instruction.
- Encourage the disposition and capacity to be lifelong learners.





## What is a 1:1 Device Program?

One-to-one learning provides every student access to his or her own device in a wireless environment allowing students to learn at their own pace and ability levels. One-to-one initiatives have gained momentum worldwide and are increasingly seen as a key to transforming education, and better preparing students to succeed in a global world. In the St Kieran Catholic Primary School Program, students' access to a device and the internet enables them to be self-directed and receive highly personalised instruction.

Teachers can create Personal Learning Plans for each child, addressing his or her unique needs. Students use their personal devices to complete research, homework, solve problems, and complete team projects and academic coursework. At the same time, they gain valuable 21st Century skills that will be beneficial throughout their lives and careers.



“Students think, connect and communicate differently from those who were at school even a few years ago. They live in an on-demand, technology-dependent world; they expect answers instantly and they know how to get them, to share them and enjoy what they learn. To inspire and engage this new generation of learners, governments, educators, and experts are investing in the exciting opportunities of 1-to-1 learning. They have recognised that schools can either capitalise on young people’s affinity for technology and prepare them for an increasingly technology-driven world – or struggle to engage them as technology advances.”

**(Tatachilla Lutheran College- McLaren Vale SA)**

## 1:1 Device Program Development Overview

The 1:1 device Program has been an on-going priority of St Kieran Catholic Primary School since 2008. Our aim has been to identify best-practice models and to evaluate if access to a device at school and home has an impact on academic improvement, engagement, attitudes and on the development of **21st Century** learning skills. In this time the school has made a conscious decision to use the most appropriate device.



## 1:1 Device Program Guidelines and Information

St Kieran Catholic Primary School needs to clearly articulate to each student their responsibilities in relation to:

- Respecting each individual's privacy and dignity (i.e. cyber safety issues).
- Using the device for appropriate purposes.
- Protecting and caring for their device.
- Getting the balance correct in relation to educational and social priorities.

The following guidelines and directions look to ensure students and teachers can maximise the teaching and learning opportunities available in a classroom environment free from interruptions and secure both the safety and privacy of all members of the school community **(see Appendix 2 for Student/Parent Participation Agreement for iPads)**.

1. Students are required to bring their device to school each day. Failure to bring the device on these days could jeopardise your child's academic program and will be treated in the same manner as failure to bring any other essential classroom material.
2. Students must take their device home each night. Under no circumstances is the device to remain in the classroom overnight unless arranged with the class teacher prior.
3. Students must bring their device to school fully charged.
4. Student identification must remain permanently present on a student's device and supplied power adapter.
5. Students must always travel with their device in their protective case.
6. During the school day, unless a device is required for a lesson, it is to be stored in a student's device bag or tray.
7. Students are not to use their device during any breaks and before and after school, while on the school grounds.
8. Whilst at school, students must use the St Kieran Internet Service Provider (ISP) only. Students may not use any other method or device to access the Internet while at school.
9. Whilst on the school premises, a device must only be used for school educational related purposes.
10. While significant filters have been put in place at the School, it is the responsibility of the student to ensure that sites accessed via the internet abide by the internet guidelines and all work conducted on the device is appropriate.
11. Due to the software embedded in these machines, the device has the capacity to take digital images and audio recordings, both still and video. Unless appropriate permissions are sought, the taking of digital images and audio is an invasion of personal rights. Under no

circumstances can the device be used to take or distribute digital images without both the expressed permission of the person whose image is being taken and the supervising teacher. Students who receive photos, images or videos of other people need to check with their teacher if they receive any such document. Failure to do so will place students with the same level of responsibility as the person who took the original recording.

12. Students and parents are responsible for all download material present on a student's device. They must ensure that copyright laws are adhered to.

## Breaches of the 1:1 Device Program Guidelines

The guidelines included in this document are designed to ensure all students and the community can gain from the benefits of this technology. A breach of these guidelines will result in the student being referred to the Principal or their delegate who will apply appropriate disciplinary action.



## IT Dynamics and Dextera

**IT Dynamics and Dextera provide the technical support centre for the device Program and the St Kieran Information Technology infrastructure. It is achieved through the provision of the following services:**

- Systems management and administration of the St Kieran network infrastructure.
- Systems management and administration of the St Kieran wireless network.
- Systems management and administration of the St Kieran Apple Open Directory.
- Systems management and administration of the St Kieran Windows Domain.
- Systems management and administration of the St Kieran core Management Information Systems.
- Systems management and administration of the St Kieran Jamf app distribution domain.
- Systems management and administration of the St Kieran Securely app.
- Client service support of all staff and students.
- A centralised helpdesk and professional development for staff.
- Research, planning, implementation, and support of the device Program.

## Lost and unattended device

Any device found unattended on the school grounds must be returned to the school office. This allows for a single point of management for device recovery. If a student has lost their device, they must report it to the school office immediately. If the device cannot be quickly located by searching the area in which it was last seen, an email is posted to the relevant staff and parents. The parent is required to complete an insurance statement in case the device is not recovered.



## Loan Device Procedure

St Kieran Catholic Primary School will provide every student with the use of a replacement device during class time if their machine is not available for an extended period due to repair or if it has been lost or stolen. The loan device is not to be taken home. A loan device will not be provided to a student if their device has been forgotten or left at home.



## Use of ISPs (Internet Service Providers)

The St Kieran Catholic Primary School ISP must be the only ISP used when at the school. Parents are encouraged to install access to their own ISP on their child's device for use at home. If you should need any assistance in installing your home ISP settings, please do not hesitate to contact your ISP.

Broadband connection sharing at home is sometimes a complex task and we recommend independent technical advice is sought.

## Printer Usage

Printing at St Kieran is facilitated through networked printers which enable students to print to their designated printer from designated sites around the school without a physical connection to their printer. All students will be encouraged to minimise their reliance on printing in an overall plan to reduce paper usage at St Kieran Catholic Primary School. A term limit of both colour and black and white prints will apply to each child.





## Internet Filters

St Kieran Catholic Primary School uses a commercial product (Securly to filter access to web pages). Although it cannot block 100% of undesirable sites, it does greatly reduce the likelihood of students accidentally stumbling across such sites and in fact, makes inappropriate sites quite hard to find. If students come across an inappropriate site during class time, they are required to inform their teacher. Home application of this software filtering can be implemented.

More information regarding the commercial filtering product can be found [here](#).

## Internet Usage

Internet access is provided by St Kieran Catholic Primary School through a high-speed fibre optic connection to our Catholic Education Network (CEWA). No other access to personal networks is allowed on the school site or during sanctioned school events.

## Other Applications

Games and music may not be played or listened to at school without approval from teachers. Students not following this requirement will be reported to the Principal.

Students must always be mindful of copyright laws and ensure they are not violated. St Kieran Catholic Primary School takes no responsibility for any downloads undertaken by the student.

Illegally acquired commercial footage from films or television shows is prohibited. Inappropriate downloading and sharing of copyrighted content are unacceptable and is illegal. Students found in possession of such content will be reported to the Principal. Guidelines for classification are available from the Australian Government, Office of Film and Literature Classification



[website:http://www.oflc.gov.au/](http://www.oflc.gov.au/)

[The school is unable to install apps on the school-owned iPad that has a rating of 12+ in the Apple Store.](#)

## Warranty and Servicing

Servicing and repair of the device are vital components underpinning the 1:1 Device Program. Within the industry, it is typical that computer repairs can take several days to complete and return. St Kieran Catholic Primary School will endeavour to achieve a 48-hour turn-around on up to 80% of all repairs. If machines are required to be re-imaged the school's standard operating environment will be reloaded. Personal material will be lost in this process, so it is essential students consistently back up their device.

## Insurance Cover

iPads are owned by the school and are all insured for breakages with a \$100 excess.

## Insurance Process for iPads

During a school visit, the technician will determine if the issue is a warranty or insurance claim. If an excess needs to be paid the parent will be informed. A replacement iPad will be provided to the student for use on the school premises until the \$100 excess has been paid by the Parent/Guardian.

## Device Servicing

During the life of the device, it will undergo diagnostic and aesthetic audits to determine that it is still operational and in good working/aesthetic order. Any repairs/insurance claims required out of these audits will be raised with the parent directly.

## Operating conditions

**Please do not place objects on top of your device and never carry it around while it is turned on.**

**Avoid exposing your device computer to:**

- Direct sunlight or sources of heat such as desk lamps.
- Dust, dirt, rain, liquids, or moisture.
- Heavy shock or vibration.

## AC Adapter

- Connect your adapter only to your device.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not bring your power cord to school.
- If you damage your cord or charger please return it to your class teacher for a replacement.





## Using the device at Home

### How can students' complete schoolwork outside of school?

This is one of the biggest advantages of a device initiative. As the student is not required to share the device, it is personalised for their own use. For all intents and purposes, it is their own portable personal computer. A student will complete and save work directly onto their device without needing to connect to the internet. However, if they are able to connect to the internet, they will be able to access the full range of rich digital learning content and opportunities for collaboration.

### What if I don't have access to the internet at home?

Having access to the internet will certainly enhance opportunities to communicate, collaborate and access a range of resources. However, a small number of families will not have access to the internet at home. In these cases, students will still be able to use the software on their computer to complete work. They will also be able to download and save some of the resources, for example, PDFs, Word documents, web archives, etc., so that they can continue to work on them at home. This requires a little more forward planning but is a good skill to learn. Are there health and safety issues associated with device use? Students are advised to consider the following when using their device:

- Taking regular rest breaks.
- Not using the device for more than 2 hours in any session.
- Working in an environment free from glare.
- Using the device on a desk rather than on the lap whenever possible.
- Angling the screen to minimise the need to bend the neck.
- Using a chair that maintains good posture.
- Reducing the need to carry the device (where practicable).

## Potential Hazards

- The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment this can promote poor posture. If the screen is at the optimal height for the operator, then the keyboard is too high, and if the keyboard is at the optimal height then the screen is too low. Both scenarios may contribute to muscle discomfort or strain to varying degrees.
- Potential injuries that can occur through using device include:
- Occupational Overuse Syndrome (OOS) [also known as Repetitive Strain Injury (RSI)] resulting in sustained unnatural postures and/or prolonged tension on muscles, tendons, and other soft tissues.
- Eye strain through use in environments where there is poor lighting, glare, or reflection, and in straining to view details on small screens.
- Manual handling strain through carrying the device for extended periods and/or lifting them out of awkward spaces. Strain may be the aggravation of an existing injury.
- Tripping hazards can also exist where the mobile device has external cables attached such as mains power cords, telephone lines or external hard drive connectors.

All electronic equipment has some level of hazard attached to it and exercising caution is always advised with prolonged use or direct contact with the body. "Apple has long taken the lead in restricting harmful substances from its products and packaging. As part of this strategy, all Apple products comply with the strict European Directive on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment, also known as the RoHS Directive. (Apple Environmental Report)".

## Preventing Eye Strain

Eye strain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eye strain can be reduced by ensuring students:

- Work in environments free from glare or reflection.
- Have adequate lighting.
- Increase font size for comfortable viewing.
- Position the monitor for comfortable viewing distance.
- Take frequent rest breaks. (An old but valid idea is the 20/20 /20 rule which states "every 20 minutes look at something 20 feet away (approx. 6m) for 20 seconds")
- Regularly blink to lubricate their eyes.
- Adjusting the monitor colours and/or contrasts and altering the touchpad or mouse settings can also assist in reducing eye strain.

## References

Australian Standard AS 3590 (1990) screen-based workstations, workstation furniture and input devices. Occupational Overuse syndrome - Keyboard Operators: Reducing the Risk. Health and Safety in the Office. Department of Education, W.A.





## Frequently Asked Questions

### **?** I am not confident with digital devices. How can I help my child?

The implementation of a successful device program will require the provision of some training and information for students and parents. Students and parents will be required to attend an information session when the device is distributed.

### **?** Can a student do anything that they want with their device?

The simple answer is no. All device use, whether at home or at school, must be within the terms of the policies, procedures and guidelines of St Kieran Catholic Primary School.

### **?** What impact will it have on handwriting and writing skills?

Even though they have a device, students will still be required to do handwriting. However, the device will be used to do a lot more in the writing process, the creating, editing and revision of the text. Research has shown that one-to-one device programs have had a positive impact on writing skills. It will be important that students are able to type effectively. A touch-typing tutor will be installed on each device and students will set and work towards targets throughout the year. It is best not to think about handwriting as a lost art, rather think in terms of it being supplanted by another form - much like email has supplanted, but not replaced regular mail.

### **?** Will cyber safety be an issue?

Like mobile phones, email and messaging systems can be used inappropriately. It is essential that all members of the community - students, parents, and staff- are aware of the importance of cyber safety and of the St Kieran Catholic Primary School processes in this regard.

<http://www.cybersmart.gov.au>.

### **?** Will the device withstand rough handling by students?

All iPads will be supplied with an appropriate hardcover shell that will help protect the device. Careful handling of the device is always required.



# ICT Usage Guidelines



## **What is expected of St Kieran Catholic Primary School when providing students with access to ICT facilities?**

St

Kieran Catholic Primary School will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, internet, or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement.

St Kieran Catholic Primary School will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding [or ceasing access to] information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access.



## **What is acceptable/appropriate use/behaviour by a student?**

It is acceptable for students to use their device and network infrastructure for assigned classwork and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the intranet or internet, solely for educational purposes as supervised and approved by the School; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to schoolwork; and access to online references such as dictionaries, encyclopedias, etc.



## **What is unacceptable/inappropriate use/behaviour by a student?**

It is unacceptable for students to: download, distribute, or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; send chain letters or spam e-mail (junk mail).

Username and passwords are to be kept by the student and not divulged to any other individual. Students cannot use another student or staff member's username or password to the internet for completing the set task or for the duration a student should have access to the internet.



## What awareness is expected of students and their parents?

### Students and their parents should:

- Understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail.

### Be aware:

- That the ICT facilities should be utilised with good behaviour as stipulated under the student code of ethics and conduct.
- Students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school or the removal of the device for a designated period. Parents will be informed if any action is required.
- Access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program.
- The internet gives access to information on and from a wide variety of organisations, subjects, people, and places with origins from around the world. The school cannot control information accessed through the internet and information may be accessed or accidentally displayed which could be illegal, dangerous, or offensive, with or without the student's immediate knowledge. Teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information require responsible use by the student.

### Appendix 1: ICT Usage Guide

### Appendix 2: IPAD Agreement





## IPAD AGREEMENT

### By signing this form I/ we understand:

- That the device remains the property of St Kieran Catholic Primary School. (The school)
- That my child will be unable to bring the device home until this agreement has been signed.
- iPads are not to be removed from the protective case.
- That in case of any damage to the device or in the case that the device ceases to function normally that this will be raised directly with the school as soon as possible.
- That in case of damage to the iPad that an **\$100 excess** needs to be paid prior to it be repaired. No replacement iPad will be issued until this excess is paid.
- The school will filter internet access and will contact parents where a concern regarding the use of the device is raised. Whilst at school, students must use the St Kieran Internet Service Provider (ISP) only. Students may not use any other method or device to access the Internet while at school. Any attempt to use other service providers at school will result in all internet access from the device being withdrawn for a period.
- That the device will be brought to school each day fully charged.
- Student identification must remain permanently present underneath the protective case.
- Unless written permission is granted, students are not to use their device during any breaks. This is to ensure students actively involve themselves socially with others. Therefore, iPads must be secured in class during breaks.
- Whilst on the school premises, the device must only be used for educational related purposes.
- While significant filters have been put in place at the school, it is the responsibility of the student to ensure that sites accessed via the internet abide by the internet guidelines and all work conducted on the laptop is appropriate.
- Due to the software embedded in these machines, iPads have the capacity to take digital images and audio recordings, both still and video. Unless appropriate permissions are sought, the taking of digital images and audio is an invasion of another's personal rights. **Under no circumstances can digital devices be used to take or distribute digital images without both the expressed permission of the person whose image is being taken and the supervising teacher.**
- Students and parents are responsible for all downloaded material present on a student's iPad. They must ensure that copyright laws are adhered to.
- Parents, please note this is a leasing agreement, at the end of the student's time with St Kieran an option to buy the iPad outright is not available. However, the school will communicate with families if anything changes.

Signed:

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Print Name:

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Child's Name:

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Date Signed:

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