Agreement and Policy Information Booklet

This is an important document that requires both parents and students to read carefully as you are entering into a contract.

St Joseph’s is a Catholic community promoting excellence in education, and living the ideals of Strength and Kindliness in the tradition of the Brigidine Sisters.

Vision:
St. Joseph’s Primary School is committed to:

• Giving witness to the Catholic faith and honouring the Brigidine charism.
• Ensuring all children feel safe and are safe all of the time.
• Treating each individual with respect and dignity.
• Providing excellent teaching and learning opportunities allowing all to celebrate gifts and talents.
• Ensuring a safe and nurturing learning environment.
• Developing strong partnerships with Parish, family, school, wider community and the natural environment.
OVERVIEW:

St Joseph’s is committed to providing a technology rich environment to support our beliefs in 21st Century Learning. Technology is integrated across all curriculum areas and is not a subject on its own, allowing our students to develop their technology skills throughout every subject and at differing times during the day.

Within the provision of emersion of our students in a number of up to date technologies, the St Joseph’s community is dedicated to the practice of safe usage of all technology. Students are taught at the beginning of each year safe practices (including internet usage including Facebook and other social networks) and the issues of copyright. The policy outlining these procedures can be located in our Internet Usage Policy. Please access this either through the Principal’s Office or on the school website.

St Joseph’s will arrange an Apple Macbook Laptop for each child in grades three, four, five and six and lower if possible. The school through a leasing arrangement, is able to provide up to date laptops. The students will use the laptop at school and only take it home as necessary (for homework purposes as deemed by the classroom teacher) in the carry bag that has been provided. The carry bag must be used at all times. The carry bag is the property of the school.

PROGRAMS AND RESOURCES:

All laptops contain applications that are educationally based and is supportive of the teaching and learning within our school. It includes a number of creative applications. Students are not permitted to install any other application without the permission of the Principal.

OWNERSHIP AND COST:

The laptop is the property of the school. All students are expected to adhere to the Internet Usage Policy and the Agreement and Acceptable Use Procedures. Students who breach the policies to which has been agreed to and signed by parents and students will have their laptop confiscated for a length of time as deemed appropriate by the Principal.

The school covers the majority of the cost, however a levy will be necessary to cover the full cost of the lease. This will be in the form of a laptop lease per family.

WARRANTY:

All laptops are returned to Apple Mac at the end of the lease. The laptops are required to be in good condition, meaning that the laptop must be in suitable condition for resale without diminishing the value below the normal fair market for an asset of similar age and make. Examples of normal wear included and are not limited to light scratches on notebook casing, light wear on notebook palm rests, faded lettering on keys, removable stickers/labels, slight plastic colour fading. Examples of normal wear would NOT include and are not limited to missing keys, cracked casing,
frame or lid, broken hinges or latches that do not close, non-removable stickers/labels, etching, excessive scratching and abnormal markings, pressure patches, burns and scratches on screens, major equipment discoloration, paint (including liquid paper), blood or radioactive substances requiring more than light cleaning for safe handling and process for resale, system does not boot up or systems passwords that prohibit diagnostic level program execution or testing, removal of serial number identification/product tag. Any of these damages are to be paid by parents. Damages to the laptop that happen at home, must be covered by parents. If you are not willing to cover the costs-your child must not under any circumstance take the computer out of the school. If your child does not return the charger at the end of the lease there will be an approximate charge of $50 to $60 dollars.

The Apple MacBook comes with an Apple Care Protection Plan three-year warranty. This includes telephone support for both hardware and software for parents, students and staff.

INSURANCE:

The laptops are covered under the schools insurance policy during their time at school. However the school’s excess is high which in effect means that the insurance cover is limited. **The school in conjunction with each parent need to take responsibility for the insurance of the laptops, if you choose to have your child take the laptop home. Parents are to take responsibility for the insurance of the laptop while they are at home or in transit to or from school as part of their house and contents insurance. Parents are to ensure that the apple MacBook is listed as an itemized item with their Insurance Company.** It is important to inform the Insurance Company that the laptop is the property of the school but it is the student's/families responsibility whilst it is off the school premises. **Laptops are not to be taken on holidays as the risk of damage or theft increases.**

LAPTOP CARE:

It is imperative that students use the laptops in an acceptable manner and as a learning tool. Programs, which allow students to access the internet, online, chat and email must be used in a responsible manner. The school will ensure that students are engaged in learning about safe and responsible practices of being a user of ICT tools. Any child on facebook will have their laptop removed from their use (as it is illegal for children under 13 to be on this site), for a time that is at the discretion of the classroom teacher and Principal. All children are required to keep a log of their history on the internet and are therefore not allowed to clear their “history.” Any child on a site that is not to do with their school work or an is an unsavory site will have their laptops taken from them again with the discretion of the classroom teacher and Principal. Parents will be notified.

Students must be aware and abide by the safety policies relating to technology safety. Failure to abide by the safety rules will result in disciplinary action, or in the event of damage, a financial cost to parents.
STUDENT RESPONSIBILITIES:

- Laptops can only be used by the student at school or at home. The laptop is not to be used by any other student or family member except for the parent or guardian when assisting their child.
- Students are not permitted to delete any software or install additional software without the permission of the Principal.
- Students are prohibited from accessing or storing offensive images, video and audio on laptops or other digital storage devices that are connected to the use of the laptop. This includes images, videos or audio that is offensive to other cultures, religions and learning abilities. This area will be addressed by the school as part of our ongoing education in relation to appropriate and responsible use of ICT tools.
- Stickers and markers are not permitted to be used on the laptop under any circumstances.
- Crystal cases are to be used by all students. The crystal cases will be supplied by the school. This crystal case is to be on the laptop permanently. The crystal cases remain the property of the school. Other stickers and markers are not permitted on the crystal cases.
- Students are not permitted to eat or drink whilst using their laptop.
- It is the student’s responsibility to recharge the battery. Battery charges are to be kept in carry bags and are to be identifiable by a ribbon or tag (not adhesive). Students are able to recharge their battery at school or home.
- Laptops are to be carried at all times with the protective carry bag. This includes transporting the laptop from class to class or specialist areas. Laptops are not to be taken out of their carry bag in buses, cars or anywhere between home and school. Children who walk to school are expected to have their carry bag securely inside their schoolbag. Children are not permitted to ride their bikes, scooters or skateboards when they have their laptops.
- Laptops need to be stored in their carry bags when not in use at home and at school. Keep laptops stored in a safe place away from young children and excessive heat.
- Students are required to create folders to assist with organization of their work.
- Laptops are not to be carried around with the screen open at any time.
- Students are required to keep their laptops clean by wiping with a slightly damp cloth. The screen can be gently wiped with a slightly damp tissue or cloth. Do not use any cleaning agents on the laptops. Laptops will be checked regularly by teachers. Full details about how to care for laptops can be found at www.apple.com/support/macbookpro/care
- In the case of breaking the agreement between the school and child/parents the laptop and internet rights will be removed from the child for a period of time depending on the seriousness of the case.

LOSS DAMAGE AND REPAIR:

If the laptop is lost, stolen or damaged the student must report it to their classroom teacher as soon as practical during school hours.
If the loss or theft occurs outside of the school parents are to ring the police immediately. The Police Event Number will be required to complete the Laptop
Incident Report form. The school or police may require personal information from a student where appropriate. The school will determine action in response to damage or loss.

If the laptop has a hardware fault it will be sent to the schools suppliers for repair or replacement of parts. Students where possible will be given a replacement laptop whilst waiting for repairs.

It is important that students back up their school work so that if a problem does occur their school work is not lost.

ACCIDENTAL AND NON-ACCIDENTAL DAMAGE:
There are two types of damage as defined by the school
1. Accidental damage
2. Non Accidental damage

Accidental damage is where a laptop is damaged or stolen and the student and parent/parents have met all requirements all the requirements as stated in the Student Responsibilities.

Non-Accidental Damage is where the laptop is lost, stolen, damaged and the requirements as stated in the Student Responsibilities have NOT been adequately observed.

Examples of Non-accidental damage or loss.
- Damage as a result of NOT carrying the laptop in the carry bag.
- Theft from an unlocked or unattended vehicle.
- Theft from a vehicle when the laptop was left clearly visible.
- Theft while left unattended and out of view of the student. This includes leaving the laptop outside a shop, on a sporting field, school bus or unattended in a classroom outside of normal school hours or whilst attending any extra curriculum activity outside of school hours.
- Scratching the casing and or bruising/cracking of the screen as a result of misuse.
- Theft or loss of the AC adaptor, power or network cords.

The responsibility for covering cost of a lost or damaged laptop in the case of accidental damage will be 50% by the school and parents/guardians will be required to cover the remaining 50%.

In the case of Non-Accidental damage the school will not cover the cost of repairs. In the case of mis-use as outlined above the parent/guardian will be responsible for the full cost of repairs.

MAINTAINING A SAFE ENVIRONMENT:
St Joseph’s Primary School shares responsibility with parents, government and the community to protect our children from the impact of inappropriate material and or use of the internet. This protection at St Joseph’s comes in the form of a number of mechanisms to block inappropriate content. However this is not always full proof. We also rely on trust with our students. If students fail to remain safe due to deliberate actions the result will be the laptop taken away for a period of time along with parents
being notified. St Joseph’s is part of the Catholic Education Commission of Victoria online network which has a web and e-mail filters. St Joseph’s has the ability to block/unblock sites within the CECV filter to allow an additional level of security. The school has the provision to unblock sites that may be filtered based on educational needs. St Joseph’s staff strongly recommend and encourages active supervision of your child at home. The internet is a valuable learning tool and enables access to information that supports all curriculum areas.

The school suggests the following guidelines be followed when your child is using their laptop at home:

- Supervise your child in a public room like a lounge room.
- Avoid your child accessing computers in bedrooms or rooms that can be closed off to other members of the family.
- Ensure expectations are established regarding internet use at home. As a parent you have the right to know passwords and visit websites that your child may be using.
- Parents can access the “history” menu to visit sites children have used in the past. Students are not allowed to clear ‘history’
- Never allow personal information on a global system to identify friends or themselves in photos.

St Joseph’s will endeavour to provide parents with support and information for appropriate and safe use of ICT tools including online environments.

Ideally St Joseph’s would like to trust all the children, but it is sensible to be proactive and take steps to know what each child is doing and the sites they are accessing on their laptops. It is important that each parent/guardian takes steps to educate themselves and their children about potential dangers online and how to make the right choices about online behaviour. Websites to support this are www.cybersmart.gov.au and www.NetAlert.gov.au

St Joseph’s has policies and procedures around all types of bullying. This obviously includes texting and cyber bullying. The school sees these types of bullying as unacceptable, as is all forms of bullying. This is reinforced on an annual basis through the school’s bullying audit processes and regular classroom discussion and activities related to the use of ICT tools including online environments. Disciplinary action will be enacted for any student who engages in any form of bullying and this instance cyber bullying.

It is expected students will use their laptops on average between 50% and 60% of each school day. St Joseph’s will ensure that the children will receive a balanced program that is appropriate to their level of learning.

Student Responsibility Agreement
Learning Technologies resources are available to years three/four/five and six students at St Joseph’s for use in curriculum related activities and communication with teachers. The smooth operation of our school’s network relies on the proper conduct of the users who must adhere to the following agreement.

**As a responsible user I agree that:**
The St Joseph’s email accounts, blogs, wikis, personal web pages and other computer-based material are not private and may be viewed by staff/wider global community at any time.

- I will only use learning technologies at St Joseph’s (including the internet) for only learning related activities. (Games are not to be accessed while students are doing school work.)
- I will take care to check the credentials and reliability of any information obtained from the internet.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in cancellation of my user rights and further disciplinary action. My parents will have to pay for any deliberate damage.
- I will not modify the application or operating system software provided on my laptop without the permission of the Principal.
- I will not access or store offensive images, video or audio on the laptops or other digital storage devices.
- I will abide by copyright law by not copying and redistributing another’s work and will acknowledge the owners of copyright works.
- I will not use digital technologies to harass, tease or bully another student.
- I will abide by conventions of etiquette and be respectful of others.
- I will not reveal personal addresses or contact numbers over the internet including my own.
- I will not knowingly introduce a virus.
- I will fully charge my laptop in preparation for its use. If I lose my charger I will pay for the replacement costs.
- I will regularly backup data on my laptop.
- My parents will be aware of and monitor my use of computers and the internet at home as this is not the responsibility of the school.
- I will promptly report to staff any inappropriate material that is accidentally accessed.
- I will promptly report any damage to the hardware and/or software to the classroom teacher and/or Principal.
- I will transport my laptop in its carry bag inside my school bag to and from school at all times.
- I will keep my laptop clean and free from graffiti and stickers.
- I will take all reasonable precautions to ensure that my laptop is not lost or damaged.

I have read and agree to abide by all the expectations listed above.

Student……………………………………..            Date…………….
Parent/Guardian……………………………            Date…………….

**Laptop Use Agreement:**
Between St Joseph’s Primary School, Priory Lane Beechworth and 
…………………………………… as Parent/Guardian of the student……………………..
(Child’s Name)

• I acknowledge that I have received an Apple MacBook computer the property
  of St Joseph’s Primary School, for the use by my child
  ………………………… and charger number ……………..

• I understand that the laptop was tested before I took possession of it and it was
  in full operational order with respect to both hardware and software.

• The laptop is the property of the school. In the case of damage I agree to
  return it to the school immediately and complete a Learning Technologies
  Incident Report Form.

• In the case of “accidental” damage I will share 50% of the repair costs with
  the school.

• In the case of “non-accidental” loss or damage I will advise the school
  immediately and complete a Learning Technologies Incident Report Form
  with a Police event number if necessary.

• An assessment will then be made by the school in light of the details.

• I agree to supervise the student to care for the laptop. I agree that the student
  will be supervised to operate the laptop in accordance with the policy and
  procedures laid down by the school.

• I have read and understand the policy relating to the use and misuse of the
  laptop.

I have read and understand the agreement.
Parent/Guardian Name…………………………………………
Parent/Guardian Signature……………………………………
Date………………………………………………………………