At Holy Trinity we aim to serve the needs of all students, equipping them for a world and a future that is constantly changing. Through the integration of technology it is possible to give all students the opportunity to become competent, discriminating, creative and compassionate users of a range of technologies. This opportunity extends beyond the classroom, beyond the student and teacher and into the wider local and global community. It provides new opportunities for parents to engage with the child’s learning programs and progress.

While the core subjects of literacy and numeracy are key to the development of our students at Holy Trinity, researchers point to the importance of a focus on the 4 Cs of 21st Century learning. Tucker (2014) suggests that education systems need to infuse the “4Cs (communication, collaboration, critical thinking and problem solving, and creativity and innovation)” into their practice, to assist in preparing students for their role in the world and support them in developing the capacity to cope with “accelerated technological change”. This perspective is re-inforced by Donovan, Green and Mason (2014) who argue that the 4Cs are “learning and innovation skills necessary to prepare students for increasingly complex life and work environments in today’s world”.

The 4 Cs of 21st Century Learning

Fisher, Lucas and Galstyan (2013) have found that “the accessibility of the iPad facilitated the collaborations between students. The size, portability, versatility and tactile nature of the iPad are four of the main factors that contribute to its accessibility”. They also explored the concept of public and private space when using tablet devices, identifying the ease with which students can change between them. Devices, such as the iPad, can perform well as both independent and collaborative tools.

The NMC (New Media Consortium) 2014 Horizon Report, notes that BYOD devices in schools are a means of personalising learning, thus giving learners ownership of their learning. ‘BYOD” has profound implications for primary and secondary education because it creates the conditions for student-centred learning to take place”. As noted by Chou, et al. in 2012, “with sound pedagogy and implementation, one-to-one learning has the potential to transform the classroom into a true learner-centred learning environment in which communication, collaboration, and creative problem solving flourish to create student-driven learning”.

ICT in the PYP encompasses the use of a wide range of digital tools, media and learning environments for teaching, learning and assessing. ICT provides opportunities for the transformation of teaching and learning and enables students to investigate, create, communicate, collaborate, organize and be responsible for their own learning and actions. ICT allows students to make connections and reach a deeper understanding of its relevance and applicability to their everyday lives. Through the use of ICT, learners develop and apply strategies for critical and creative thinking, engage in inquiry, make connections, and apply new understandings and skills in different contexts. (The Role of ICT in the PYP, https://ibpublishing.ibo.org )

The responsibility that underpins this program, and therefore this document, is paramount to the success of the program. The misuse of information and communication technologies (ICT) can significantly damage an individual’s dignity. This policy calls to attention an individual’s right to freedom from such behaviour.
We encourage a close reading of this document by parents and students and acknowledge the expertise and experience of Holy Family Primary School, Rosary Primary School and the CE Information Technology personnel in preparing this policy and assisting Holy Trinity in implementing this program.

**Purpose**
Holy Trinity is striving to implement a program that integrates technology into all teaching and learning to enhance student learning and prepare them for the digital world in which we live. Technology is part of their everyday environment. To meet their needs, this technology needs to be seen as simply a ‘tool’ for learning. The technology has to be pervasive – always available. A digital environment enables communication and collaboration between students, teachers and parents, connecting all parties to the same learning experience.

**Device Usage and Instructions**
When students are using a 1:1 device, either a personal or school owned device, they will first be given the terms and conditions in the Personal Device (iPad) and School Program Acceptable Use and Responsibility Agreement. These forms need to be read and signed by parents and the students and returned to the school. All students must also have read and signed the Whole School Student Acceptable Use Agreement and abide by the expectations outlined.

**From the CE Computer Facilities and External Networks – Acceptable Use by Students Policy**

**Monitoring**
- From time to time the content and usage of student email and other electronic communications may be examined by the School Principal, the CEO or a third party on the CEO’s behalf
- All student messages and files on the CEO’s system will be treated as education related and may be monitored. Accordingly students should not expect that any message or file transmitted or stored on their school’s computer facilities and external networks will be private.
- Students should also be aware that the CEO is able to monitor their use of the Internet when accessed through their school network. This includes the Internet sites and content accessed and the length of time spent using the Internet. Appropriate notices are included in Attachment C.
- Monitoring of devices will occur regardless of whether the device was provided by the school, purchased by parents as part of a school initiative or individually owned.

**Social Media**
- Whilst at school or using the school network on a school or personal electronic device, students must only access or contribute to social media sites if those sites are solely related to an educational context and if permission is given by a teacher to access those sites. This use must be in accordance with all other requirements specified in this Policy.
- During personal use of social media, students must not communicate with their teachers or invite teachers to join in their personal networks.
- Irrespective of whether teacher permission has been given to access a social media site, students must not:
  - Post any information about or images of their teachers, themselves or other students, nor make comments about their school that might indicate that they are representing their school or that might bring their school into disrepute.
  - Forward on information, pictures, films or web links that contain inappropriate or hurtful material about members of the school community.
  - Sign up to sites that are hateful, racist, obscene, hurtful or contain inappropriate material.
  - Post information about themselves or another member of the school community that could be used to identify them (such as passwords, phone numbers and addresses) without carefully considering the possible unwanted consequences and, if in doubt, without first talking to a teacher.
  - Upload any images of themselves or another member of the school community where they are partaking in illegal activities.
  - Upload any images of Catholic Education Office students engaged in School activities without consent from a teacher and from all individuals in the photograph.
  - Upload any images of themselves or other students in uniform or otherwise identified with the school unless written permission has been received from the Principal.
<table>
<thead>
<tr>
<th>Frequently Asked Questions</th>
<th>School Owned Device</th>
<th>Personal Device</th>
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<tbody>
<tr>
<td>What does my child do if a device has been lost, stolen or damaged at school?</td>
<td>If a device is lost, stolen or damaged at school, the student must report it to their teacher and parent/s immediately. An incident report will be filled out. Action in response to damage or loss will be determined through consultation between school and home.</td>
<td>If a personal device is lost, stolen or damaged at home, the child must report it to their parent/s immediately. It is the policy of the school that no responsibility is taken for personal devices outside of the classroom.</td>
</tr>
<tr>
<td>What does my child do if a device has been lost, stolen or damaged at home?</td>
<td>If a device is lost, stolen or damaged at home, the student must report it to their teacher and parent/s immediately. An incident report will be filled out. Action in response to damage or loss will be determined through consultation between school and home.</td>
<td></td>
</tr>
<tr>
<td>What types of actions will NOT be supported by the school?</td>
<td>• Damage to the screen or other components due to misuse by the student to their own device.</td>
<td>• School determined and recommended apps will be published when implementing 1:1 personal device programs.</td>
</tr>
</tbody>
</table>
| • Repairs and issues dealt with under warranty  
• Devices lost or damaged to /from school and at home  
• All incidents will be dealt with in a case by case basis. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | • Parents and students are encouraged to maintain personal devices with these apps.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| What apps will be loaded onto the device?                                                 | • The school will manage a profile on each device according to need and content.  
• This profile will be synced periodically throughout each term – returning the device back to the agreed profile.  
• User installed other apps will not be lost.                                                                                                                                                                                                                                                                                                                                                                                               | • Parents / students are required to load and manage all content on personal devices.  
• Parents are encouraged to maintain appropriate controls on iTunes accounts and passwords.  
• It is recommended that Apple ID and iTunes accounts are managed through Apple Family Sharing – https://support.apple.com/en-us/HT201084  
• Students should not have the ability to download apps without parental supervision.                                                                                                                                                                                                                                                                                                                                                       |
| Can students / parents load other content onto the device?                                | • Yes. However, the device remains the property of Holy Trinity and will be managed and synced to an agreed profile.  
• Personal iTunes accounts can be used to access your own apps. School devices can be connected to home computers to download photos and student work.  
• Additional content should be backed up via the ‘Cloud’ or on an external device.                                                                                                                                                                                                                                                                                                                                                           | • Parents / students are required to load and manage all content on personal devices.  
• Parents are encouraged to maintain appropriate controls on iTunes accounts and passwords.  
• It is recommended that Apple ID and iTunes accounts are managed through Apple Family Sharing – https://support.apple.com/en-us/HT201084  
• Students should not have the ability to download apps without parental supervision.                                                                                                                                                                                                                                                                                                                                                       |
| Who is responsible for keeping the device charged?                                        | • Your child will be provided with the charging cable and therefore is expected to keep the device charged.  
• It is unlikely that students without a charged device will be able to access a charging point at school                                                                                                                                                                                                                                                                                                                                                                                   | • Your child will need to ensure their personal device is charged each day it comes to school.  
• It is unlikely that students without a charged personal device will be able to access a charging point at school                                                                                                                                                                                                                                                                                                                                                                                   |
| What network access is required at home?                                                 | • School devices can be connected to home WiFi networks.  
• Changes to the student profile and loaded apps cannot be changed through your home iTunes account.                                                                                                                                                                                                                                                                                                                                                                                                   | • Personal devices are to be maintained and managed through personal Apple IDs and iTunes accounts.  
• Network passwords at home are the responsibility of parents.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| What network access is required at school?                                               | • Devices are set up to access the school network as part of the school managed student profile.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | • Students will be required (with teacher assistance) to log onto the school network                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
Appendices

CE Computer Facilities and External Networks – Acceptable Use by Students
Holy Trinity Whole School Student Acceptable Use Agreement
Holy Trinity Primary School Personal Device (iPad) and School Program Acceptable Use and Responsibility Agreement
1:1 Device Incident Report

Evaluation

The policy will be reviewed not less frequently than once every three years.

<table>
<thead>
<tr>
<th>POLICY DATES</th>
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</thead>
<tbody>
<tr>
<td>Formulated</td>
</tr>
<tr>
<td>Implemented</td>
</tr>
<tr>
<td>Next Review Due</td>
</tr>
</tbody>
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<thead>
<tr>
<th>POLICY AUTHORISATION</th>
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<tbody>
<tr>
<td>Principal</td>
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References


https://ibpublishing.ibo.org
