The Melbourne declaration on the Educational Goals for Young Australians (MCEETYA 2008) recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

Melbourne declaration on Educational Goals for Young Australians – 2008.

Vision

At St Albert’s we recognise the importance of ICT to students in the way they find, use and share information. Access to ICT resources is important in meeting the changing needs of students. We recognise that ICT will need to be available anywhere and anytime and that students will continue to move in a more connected world.

The key goals for St Albert’s include:

- Provide students with increased access to ICT devices that will be available to them at all times and empower confident life-long learners
- Provide anywhere/anytime access to learning resources
- Provide the necessary infrastructure to allow school wide access to learning resources
- Provide the necessary software and support to allow collaborative education to occur
- Provide a curriculum that is contemporary, personalised, collaborative and will best utilise the technologies that are available.

1-1 Learning with ICT’s

Our aim is provide technology-rich learning environments where students have access to technology when and where they need it. Choice of tools and rich multimedia options enriches personal inquiry and transforms the way that children think and learn giving them greater control over how, where and when they learn. We believe that technology is used as a tool in the delivery of the curriculum, rather than being the focus.

Our choice of technology considers portability, durability, mobility, safety, age-appropriate interface, access to learning resources and learning and assessment tools. Digital cameras, video cameras, microphones, webcams, tablets, iPads, Interactive White Boards and laptop computers are all part of the learning toolkit available to our students.

Learning always starts with the student. Technology use is integrated into the curriculum to enhance learning when appropriate. Teachers plan and deliver learning activities to support and extend classroom and specialist learning. Students collaborate, create, connect, organise,
and communicate with people and ideas. Our students collaborate using new and emerging technologies with a focus on becoming digital citizens; students learn to make age-appropriate choices in their technology use in global education environments.

By providing students with their own ICT devices and helping teachers integrate technology into their curriculum, schools are fostering personalized learning, exploration, critical thinking and collaboration. Educators in these schools find that students are more motivated by relevant, contemporary learning where technology is immersed in their everyday lives.

*Pedagogies that integrate information and communication technologies can engage students in ways not previously possible, enhance achievement, create new learning possibilities and extend interaction with local and global communities.*

*MCEETYA- Australia- New Zealand – Pedagogy strategy- Learning in an online world*

**Having technology at your fingertips can have a marked effect on learning outcomes:**

- Greater familiarity with the latest technologies and their practical application
- Ownership and contextual use are key concepts – it is personal and adds to each student's knowledge and skills - enhancing what they do
- It provides a personal learning environment and gives students more choice and responsibility for their learning
- Opportunity to engage in a media rich, contemporary on-line world
APPENDIX 1

PROFESSIONAL DEVELOPMENT STATEMENT

Planning for the provision of professional development for the successful integration of information technology into all areas of the curriculum at St Albert’s School is regarded as a very high priority. The development strategies are aimed at ensuring that:

- Teachers and principals are skilled in using learning technologies to improve teaching and learning
- Students and teachers routinely use technology as a tool for student learning and teacher professional development.

Essential elements of planning for effective professional development include:

- Naming of professional development as a management objective in the School’s Development Plan
- Budgeting for such professional development
- Identification of individual staff and whole staff professional development needs in the area of information technology
- Planning for and provision of release time to attend professional development sessions
- Provision of technical support for the computer network so that teachers’ time will not be taken up with technical failures
- Technical ability to use learning technologies for personal and professional purposes
- Ability to effectively integrate and manage the use of learning technologies in classroom programs
- Ability to evaluate the use and effectiveness of specific learning technologies
- Ability to record and monitor student progress using information technology
- Leadership support for the above
APPENDIX 2

CYBER SAFETY POLICY

St Albert’s Catholic School aims to provide a child safe environment where young people are safe and feel safe, and their voices are heard about decisions that affect their wellbeing.

- St Albert’s Catholic School acknowledges its responsibility to implement SACCS policies and practices, including child protection curriculum, for the care, wellbeing and protection of children and young people.
- St Albert’s Catholic School will comply with all legislative requirements and will cooperate with Church, government and police and human services agencies with regard to child protection.

Rationale

This policy is an extension of the St Albert’s Catholic School’s Bullying and Harassment Policy as well as the Internet usage Agreement. St Albert’s Catholic School is dedicated to ensuring all members of the St Albert’s Catholic School community are well informed and about how to stay safe while using technology.

Principles

St Albert’s Catholic School aims to foster a cybersafe school environment. Cybersafety practices are implemented to educate the school community about their rights and responsibilities when using current and emerging information and communication technologies.

As a result of these practices:

- All teachers and students will receive education to prevent problems and issues of communication or safety regarding the use of information and communication technology.
- Staff members will assist students to develop positive, responsible and respectful attitudes and behaviours whilst using information and communication technologies that recognise the rights of all people to be safe and free from both harassment and abuse.
- Staff and students are expected to adhere to all policies in relation to appropriate use of information and communication technologies.
**APPENDIX 2A**

**CYBER SAFETY**

**PROCEDURE**

In the instance where you have a cybersafety concern…….

- If the concern is about another person **within** the school community, tell a trusted adult. If appropriate, contact the relevant authorities (SAPOL, Site Managers, Internet Service Provider).

- If the concern is about another person **outside** of the school community, tell a trusted adult. If appropriate, contact the relevant authorities (SAPOL, Site Managers, Internet Service Provider).

- If the issue is not resolved, the matter should be taken to your Class teacher who will work in conjunction with the Principal.

- If you feel you need further support or advice, speak to your Class teacher.

**ROLES AND RESPONSIBILITIES**

The policy will be monitored and evaluated in line with legislative or SACCS Policy changes by the Leadership Team.

St Albert’s Catholic School Board will review the policy on a cyclical basis every three years.
APPENDIX 3

POLICY DETAILS

Illegal Use of Technology

This includes, but is not limited to, the following examples:

- Using technology to harass or threaten others
- Using technology to take, post, send or store inappropriate images or videos of yourself or others, such as “sexting”
- Hacking
- Identity theft, such as posing as another person
- Invasion of privacy

Responsibility to Others

This includes, but is not limited to, the following examples:

- Be aware of how messages and photos can be perceived and know the consequences of sharing private images of yourself or others
- Speak in a manner and post text or images which are appropriate and are not designed to harm someone.

Responsibility to Self

This includes, but is not limited to, the following examples:

- Do not post personal details or inappropriate images of yourself
- Do not reply to harassment
- Do not communicate with people who you do not know personally
- Ensure that you keep all personal information private and hidden from unknown persons
- Keep your password secret
- If using social networking/gaming sites, ensure your user name is neutral (ie gender neutral, no birth date or suggestive names)
- Read through any “Terms and Conditions” before signing up to any new website, entering and competitions and downloading or installing any new programs/devices/files
- Ensure you regularly update your privacy settings on social network sites
- Maintain up-to-date anti-virus, anti-spyware and anti-malware programs.
The following documents are useful resources and should be read in conjunction with this policy.

- SACCS Privacy Compliance Manual [www.cesa.catholic.edu.au](http://www.cesa.catholic.edu.au)
- SACCS Communications Technology Policy [www.cesa.catholic.edu.au](http://www.cesa.catholic.edu.au)
- Using the Internet Legally [www.cesa.catholic.edu.au](http://www.cesa.catholic.edu.au)
- Ethics in Internet [www.vatican.va](http://www.vatican.va)
- The Church and Internet [www.vatican.va](http://www.vatican.va)
Dear Parents & Caregivers

We ask you to work through this ICT user agreement with your child, to ensure that they understand St Albert’s Catholic School’s policy and expectations regarding the use of ICT, and what they are agreeing to.

Teachers will also go through this agreement with the children early in the term to ensure they understand the expectations. If you have any questions regarding this, please discuss these with your child’s class teacher in the first instance.

I understand (please tick each statement).

STUDENT/PARENT/CAREGIVER ICT AGREEMENT

It is a privilege not a right to use the computers, internet and digital cameras, and it must be used in a responsible and sensible manner.

If you agree to the following conditions, please sign below and return to your class teacher.

You will NOT be able to use any of the above mentioned unless this agreement is signed and returned to school.

☐ I will seek permission from my class teacher before using the internet and email.
☐ I will not play games on my device at school
☐ I will not load any material on the school computers that are irrelevant to my learning, e.g. music, movies, images, etc.
☐ I will only have school related data on my USB I use at school, e.g. no games, apps, music, etc.
☐ I will only download material that is relevant to my learning.
☐ I am responsible for remembering my password and I must keep it secret.
☐ I will only use the internet to find information relevant to my school work.
☐ I will immediately close down any sites or information that is inappropriate and will report this immediately to my teacher and I will NOT revisit the site again.
☐ I will only send emails to addresses that my teacher has approved.
☐ I will use appropriate language at all times when using the computer.
☐ I will not use email to harass anyone.
☐ I will use all digital cameras and computers with care AT ALL TIMES.
☐ I will use digital cameras for educational use only and seek permission of any person I need to photograph.
☐ I am aware that information published on the Internet may be inaccurate or may misrepresent a person or situation. I shall take care of this information.

☐ I shall not use FTP, Chat, Telnet, Facebook, Twitter, My Space, or any other forms of social media at school.

☐ The use of the Internet at St Albert’s Catholic School is a privilege not a right.

☐ Section 85ZE of the Commonwealth Crimes Act states, that a person shall not knowingly or recklessly use a telecommunication service supplied by a carrier to menace or harass another person or use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive. I have read this statement on improper use of telecommunications service and will abide by it. In all communications with others I shall be respectful, accurate and use appropriate written expression that would be acceptable in any written school assessment.

☐ I am aware that there will be consequences for misusing any ICT equipment and I am also aware that if I do NOT follow the above agreement it will lead to a loss of my privileges to use them for an arranged period of time.

☐ I am aware that if I intentionally access Internet sites of a cyber bullying/sexual and/or violent manner, this will lead to suspension and loss of the privilege of using the technology for one school month. Any further breaches could lead to expulsion from the school.

☐ I am also aware that my parents/caregivers will be notified by a letter if I do not follow this agreement.

☐ I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world and that the school cannot control what is on those computers and that a very small part of that information can be illegal, dangerous or offensive.

☐ I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I believe my child understands this responsibility and I hereby give permission for him/her to access the Internet and send and receive e-mail as approved by their teacher.

☐ I have read and discussed the Student/Parent/Caregiver ICT agreement with my child and I understand that Internet access is designed for educational purposes at St Albert’s Catholic School.

Student Name:........................................................................................................Year level......................

Parent/ Caregiver signature:................................................................. Date......................

Teacher Signature:................................................................. Date:.................................

Principal Signature.............................................. Date:.................................
BRING YOUR OWN DEVICE (BYOD) AGREEMENT

I want my child to bring their own digital device to school for use in the classroom learning program. I understand (tick each statement):

☐ All devices brought to school are my child’s responsibility and the insurance for the device is my responsibility.

☐ St Albert’s Catholic School holds no responsibility for any loss or damage which might occur.

☐ Children should bring devices to school each day fully charged (do not bring charges).

☐ Anti-virus software must be kept up to date on devices brought to school.

☐ Rules governing the use of any school-owned digital device will apply to student-owned devices while they are at school. This includes adherence to the Copyright act and school cyber safety policies. This is in accordance with our ICT Acceptable Use and responsible ICT User Agreements.

☐ Children are not to play games on devices whilst at school.

☐ Children are not to play music on their tablets unless deemed as part of the curriculum by the teacher.

☐ Children are not to use tablets on any school bus.

Child’s Name:..................................................................................Class:................................

Parent / Caregiver/Signature..................................................................Date:................................

Class Teacher Signature…………………………………….. Date………………… …..

Principal Signature……………………………………………Date………………

