

# eSmart and Cybersmart Policy

*Sacred Heart Catholic Parish Primary school has a commitment to the care, safety and wellbeing of children.*

## RATIONALE

**Sacred Heart Catholic Parish Primary School has a commitment to child safety.** It also is committed to the wellbeing and safety of all its students and staff. This is supported by a whole school approach to cybersafety and student wellbeing. Therefore, Sacred Heart Catholic Parish Primary School's eSmart policy encompasses agreements, procedures and acceptable behaviours related to cybersafety, cyberbullying, cyber-risks, use of ICT (Information and Computer Technology) and mobile devices. Sacred Heart Catholic Parish Primary School's eSmart policy is underpinned by 'The National Safe Schools Framework's' vision that *"All Australian schools are safe, supportive and respectful teaching and learning communities that promote student well-being."* NSSF, 2013.

Sacred Heart Catholic Parish Primary School is developing the eSmart policy using resources and information from the Victorian Department of Education and Early Childhood Development, Australian Council Media Authority (ACMA) and through guidance from the eSmart program an initiative of the Alannah and Madeline Foundation.

## AIM

The policy seeks to provide common consensus of definitions related to cybersafety and cyberbullying. It states how Sacred Heart Catholic Parish Primary School reports and deals with incidents relating to cyberbullying and where and how cybersafety is taught within the school curriculum. The policy also provides a summary of Staff and Student User Agreements, School Cybersafety rules from Foundation to Year 6.

## POLICY

Sacred Heart Catholic Parish Primary School believes that all forms of bullying are unacceptable.

The students and staff have a shared understanding of the evidence informed definitions of bullying, cybersafety, cyber-risk and cyberbullying.

Sacred Heart Catholic Parish Primary School is in mutual agreement of the evidence-based definition of Bullying and Cyber-Bullying taken from *"Building Respectful and Safe School-State Government of Victoria"* - DEECD, 2009.

## **DEFINITION OF COMMON TERMS**

### ***BULLYING***

“Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance **on more than one occasion**. There is an imbalance of power in incidents of bullying, with the bully or bullies having more power at the time due to age, size, status or other reasons.”

“Bullying may occur because of perceived differences such as culture, ethnicity, gender, sexual orientation, ability or disability, religion, body size and physical appearance, age or economic status. Bullying may be motivated by jealousy, distrust, fear, misunderstanding or lack of knowledge. It can continue over time, is often hidden from adults and will probably continue if no action is taken.” - DEECD 2009

### ***TYPES OF BULLYING:***

There are four broad types of bullying:

1. Direct physical bullying: includes hitting, kicking, tripping, pinching and pushing or damaging property.
2. Direct verbal bullying: includes name-calling, insults, teasing, intimidation, blackmail, threatening, homophobic or racist remarks, or verbal abuse.
3. Indirect bullying: is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes: lying and spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude someone, damaging someone's social reputation or social acceptance.
4. Cyberbullying: is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces. - DEECD, 2009

### ***CYBERSAFETY***

“Cyber safety refers to the protection of children when they are online. Cyber safety information, addresses online, dangers children, e.g. exposure to illegal or inappropriate material, stranger danger, identity theft, invasion of privacy, harassment and cyberbullying. We are not talking about computer security, spam or viruses”. - ACMA, 2013

### ***CYBER-RISKS***

Cyber-risks are factors that contribute to or provide a platform for cyber-bullying or harm. These include unsupervised use of the internet, social media platforms, such as, Snapchat, Facebook, Instagram, Twitter and online marketing campaigns that promise prizes in return to personal details. Other cyber-risks include stranger danger, inadvertently downloading viruses, hacking, insecure passwords and posting personal photos online. Tools, such as, firewalls, filters and anti-virus software may help reduce cyber-risks.

## **CURRICULUM**

At Sacred Heart Catholic Parish Primary School, Cybersafety and Respectful relationships are explicitly taught across all year levels. The school uses the “Solving the Jigsaw” well-being model, the six school rules, and eSafety.gov education resources from Foundation-6 and the Victorian Curriculum. The school also participates in cross-level teaching and promotion of cybersafety and participates in “Harmony Day” and has a “buddy” program for Foundation and Year 6 students. The school also holds cybersafety information nights for parents, ongoing Professional Development for staff and in-school presentations/guest speakers for Years 3-6 and teachers hold a parent meeting to discuss acceptable and unacceptable behavior online.

## **CYBERBULLYING AND BULLYING MANAGEMENT PROCESS**

Sacred Heart Catholic Parish Primary School has developed a process for reporting, responding to, and collecting data in relation to cyberbullying/ bullying and isolated incidents. This is in the form of a flow-chart. Staff and students have been explicitly taught this reporting process. **See Appendix 1**

The school has also developed an ethical reporting system of any cyber bullying related incidents. **See Appendix 2**. The school also has a Behaviour Management Policy and a Student Welfare policy.

## **ACCEPTABLE USE AND RULES**

Sacred Heart Catholic Parish Primary School has a Staff Acceptable User policy, a Years 5-6 Acceptable User policy, as well as, whole school cybersafety rules, which are taught at the beginning of the year and reinforced. The school has 6 school rules that cover all aspects of student safety and well-being. **See Appendices 3, 4, 6, 7, 8 & 9**

## **ADEQUATE SUPERVISION**

The school community has created and implemented adequate supervision guidelines for yard duty, before and after school supervision. **See Appendices 5 and 6**

## **STUDENT MOBILE PHONE AND DEVICES POLICY**

Mobile phones and other electronic devices, such as, mp3 players, cameras and iPods are to be handed in at the office at the beginning of the day and collected at the end of the day. These devices are not to be used and or stored in the classroom. USBs and other storage devices from home are not permitted.

## **STUDENT PHOTO POLICY**

Parents at Sacred Heart Catholic Parish Primary School are asked to sign a “Student Photo Permission Form”. Parents give permission for their child’s image to be used around the school and on the School Website for their child’s duration at Sacred Heart Catholic Parish Primary School. Staff are informed and updated on any students whose parent did not give permission. At any time parents are able to request that their child’s image not be used.

## **STUDENT WELLBEING**

Students at Sacred Heart Catholic Parish Primary School take part in weekly “catch up” sessions facilitated by the Classroom Teacher, Principal and Vice-Principal. Within these “catch ups”, students are given a chance to voice any concerns. At times teachers may focus on a different area of well-being using the ‘Solving the Jigsaw’ resource.

## **ESMART INDUCTION PROCESS**

At Sacred Heart Catholic Parish Primary School, it is the responsibility for the Classroom Teacher to induct any new students to the School Rules and Cybersafety rules. It is the responsibility of the Principal to induct any Casual Relief Staff, New Teaching Staff, Aides and other staff of the School’s eSmart policy. A staff induction book outlining rules and policies is in the office for referral. The school will publish this policy along with the school rules on the school website: <https://www.shstalbans.catholic.edu.au/>

## **IMPORTANT CONTACTS**

- Victoria Police: 000
- Kids Helpline: 1800 55 1800 or [www.kidshelpline.com.au](http://www.kidshelpline.com.au)

## **REFERENCES AND LINKS**

- Office of eSafety Commissioner <https://www.esafety.gov.au>
- “Building Respectful and Safe School”- State Government of Victoria - DEECD, 2009
- Solving the Jigsaw <http://www.solvingthejigsaw.org.au/classroom-program/>
- National Safe Schools Framework, 2014 <http://www.education.gov.au/national-safe-schools-framework-0>

This policy was reviewed in....

Term 3 2018

## APPENDIX 1

# SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL ICT INCIDENT REPORTING PROCESS

### **STEP ONE: Identify Concern**

Discuss issue with a colleague or coordinator. Identify if the issue involves the following:  
A student has been EXPOSED to and affected by inappropriate behaviour online.  
(Including cyberbullying, sexting, and exposure to inappropriate material/contact or in breach of school policy).

Or

A student has ENGAGED in inappropriate behaviour online.  
(Including psychological/emotional harm to another student or themselves, engaged in criminal activity or breach of school policy).

### **STEP TWO: Taking Action**

#### **Reporting of inappropriate website accessed, inappropriate use or other incident**

Inquire into the inappropriate behaviour - This includes discussion with staff/students involved and refers to the school User Agreement/Bullying for breach of rules and regulations.

Report to Leadership and fill out the Cybersafety Incident Report

1. Send a note home informing parents detailing the incident and the school rule that was broken. Contact the parents of all students involved.
2. Meet with parents and students to discuss the incident and consequences
3. Ensure note is returned and filed with parent's signature
4. Contact CEO Legal for advice.
5. If it is a criminal offence, contact relevant authorities. E.g. Victoria Police.  
Consequences are enforced for deliberate, inappropriate use.

### **STEP THREE: Wellbeing**

Inform school community where appropriate

**APPENDIX 2**

**SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL  
ST ALBANS**

**Incident Date:**

|                          |   |   |
|--------------------------|---|---|
| <b>Name of Student/s</b> | <b>Where incident occurred?</b>   | <b>Type of Technology/<br/>Website involved</b> |
| <b>Staff involved</b>    | <b>Parents informed? (Phone<br/>call, letter, meeting<br/>arranged)</b> | <b>Meeting Attendance/ Date</b>                 |

|                                |
|--------------------------------|
| <b>Type of Incident</b>        |
| <b>Other Involvement</b>       |
| <b>Response</b>                |
| <b>Resolution/ Consequence</b> |
| <b>Follow Up Action</b>        |

## APPENDIX 3

### **SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL CYBER SAFETY RULES FOR YEARS F-4**

- MacBooks are not to be used during Wet Day Program.
- We will check with the teacher before using a website.
- We will communicate in an appropriate way when using email.
- We will not delete, copy or change anyone else's work. We will not change or add to the Google sites without the teacher's permission.
- We will not use the Chat function on Google Sites. Chat sites or Instant Messaging sites are not to be used.
- If we see anything inappropriate, we will close the MacBook and tell the teacher immediately.
- We will handle the MacBooks carefully.
- We will report any inappropriate behaviour or cyber bullying to the teacher.
- We will not upload any pictures/videos of ourselves or students at Sacred Heart Catholic Parish Primary School and any school event or excursion.
- We will not take photos at Sacred Heart Catholic Parish Primary School without the teacher's permission.
- We will only watch G rated programs.
- If we bring a mobile phone/technology to school we have to hand it in at the office and pick it up at the end of the day.

## APPENDIX 4

# SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL YEAR 5 & 6 MACBOOK WORKING STATEMENT

The school's MacBook is a learning tool, to be used **FOR EDUCATION, NOT RECREATION.**

All MacBook use should be **RESPECTFUL, APPROPRIATE, CONSTRUCTIVE AND POSITIVE.**

Students need their **TEACHER'S PERMISSION** before using any new program, game, website etc.

Students need to be **RESPONSIBLE** for ensuring their MacBook and accessories are handled **WITH CARE.**

MacBooks belong to the school and are for Year 5 and Year 6 **STUDENTS' USE ONLY.**

Students **MUST REPORT ANY INAPPROPRIATE USE** as soon as they know about it.

**TAKE A STAND AGAINST BULLYING** and make sure that you are not bullied or that you do not bully others. Report all bullying to an adult.

**ALWAYS** make the right choice when using your MacBook.

MacBook use is a privilege, not a right.

## CONSEQUENCES

1. **Warning.**
2. **Loss of Macbook for a period of time determined by the teacher/school. Parents will be informed of inappropriate use.**
3. **Sent to the Principal. Followed by a meeting with the parents.**



## APPENDIX 5

# WAYS TO STAY SAFE AT SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL

*Sacred Heart Catholic Parish Primary school has a commitment to the child safety*

|   |   |
|---|---|
| <p style="text-align: center;"><b>Area 1 - Asphalt</b></p> <p>Only tennis balls/down balls permitted on the asphalt area at all times.<br/>Students are to avoid playing in the garden beds, pulling and swinging off the branches on the trees.<br/>Students are to leave the toilet once they are finished.<br/>The classrooms and corridors are off limits during break 1 and break 2.<br/>Students are not to pick up grills over drains.<br/>Students are not to play with water taps.</p>   | <p style="text-align: center;"><b>Tennis Courts</b></p> <p>No chasey through the gates.</p>   |
| <p style="text-align: center;"><b>Playground</b></p> <p>Break 1 – Foundation, Years 1 and 2, 3 and 5<br/>Break 2 – Years 4 and 6<br/>Students are not permitted to climb up the slide, flip on the bars and run around the playground.<br/>Students are to play appropriately when in the sand pit.<br/>Cover the sand pit at the end of play.<br/>Students are not allowed on the playground before and after school.<br/>Students are not to play “tiggy” around the playground.<br/>‘Walking Only!’ on the playground<br/>No eating on the playground.</p> | <p style="text-align: center;"><b>Oval</b></p> <p>All food must be eaten before going on the oval.<br/>No tackling/rough play. Students are sent off the oval for tackling/rough play.<br/>Students are to play soccer/football matches with their own year level.<br/>Students are to ask the teacher to get the ball if it goes over the fence.<br/>Students are not permitted to play on the big rocks at the back of the oval.<br/>Students are to keep the school rules ‘Hands, feet and objects to self and Speak Appropriately’<br/>Students are to use appropriate language – no swearing</p> |

## **Toilets**

- Students have access to internal toilets when in classrooms and external toilets when outside.

## **Bell Reminders**

- Children need to walk straight to their line when the bell rings.
- Teachers must remain on duty until the second bell.

## **Wet Day Duty**

- No Mac Books are to be used.
- No ball games in the room.
- Students are to stay within their own grade.
- Students are to ask the teacher on duty if they wish to go to the toilet.

## **Duty Areas**

- Area 1 – Toilet block, asphalt seating area
- Area 2 – Adventure playground, hall toilets and perimeter of school check
- Area 3 – Soccer oval and tennis courts
- Library

**APPENDIX 6**

**SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL  
SCHOOL RULES**

- 1. Follow Instructions**
- 2. Keep hands, feet and objects to yourself.**
- 3. Speak appropriately**
- 4. Listen to the speaker**
- 5. Take care of all property**
- 6. Move Safely**

APPENDIX 7



---

**SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL**

**1:1 Programd**

**Outline  
&  
Expectations**

**YEAR 5 and 6  
STUDENTS**

## Table of Contents

1. Appropriate Use of Resources
2. Damage
3. Accessing Inappropriate Material
4. Chat Rooms/ Newsgroups/ Messaging/Social Networking
5. Good Cyber-Citizenship
6. Occupational Health and Safety
7. Storage of Work
8. No Expectation of Privacy
9. Cyberbullying and Defamation
10. Downloading Etiquette
11. Copyright
12. Protection of Identity
13. Personal Devices
14. Passwords
15. Email
16. Audio and Video
17. Games
18. MacBooks
19. Network Access
20. File Sharing
21. Downloading and Loading of Software
22. Screensavers
23. Internet Use
24. Consequences
25. Specific to MacBook
26. PARENT/STUDENT AGREEMENT
27. Agreement: To be returned to Sacred Heart Primary School

## **1. Appropriate Use of Resources**

Information Communication Technology (ICT) is a wonderful tool for learning. The use of the ICT however, is a privilege, not a right and inappropriate use could result in the loss of this privilege. The Agreement applies to all devices that access the Internet and/or store information electronically.

## **2. Damage**

Vandalism or damage to ICT, either deliberate or through neglect will result in cancellation of all privileges and the possibility of replacing damaged items. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Primary School ICT hardware and software and computing rooms. This includes the transmission of computer viruses, theft of hardware and software.

## **3. Accessing Inappropriate Material**

Students will not use the ICT to access material that is inappropriate, profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination towards other people. If a student mistakenly accesses inappropriate material, she/he should immediately inform the supervising teacher. This will protect the student against a claim that such access was intentional.

## **4. Chat Rooms/ Newsgroups/ Messaging**

Students are not permitted to use instant messaging or social networking sites during the school day.

## **5. Good Cyber-Citizenship**

- Students are expected to abide by the generally accepted rules of network etiquette when using Emails or other messaging systems. These include:
- Being polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, or use any inappropriate language.
- Not revealing your personal address or phone number, or the address or phone number of the Primary School or members of the Primary School community.
- Not using the network in such a way to cause disruption or harm to other users.
- Not using Primary School resources to spam or mass mail others.
- Not injuring the reputation of the school or those within the school community.
- Not using the internet to harass or bully others.
- Not using the internet to impersonate someone.
- Not use or knowingly access inappropriate digital images, audio and video.

## **6. Occupational Health and Safety**

- When using the MacBook, place it on a table.

- Never place the MacBook on your lap, as the transmission from the MacBook may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys. Take a break every 30 minutes of use.

## 7. Storage of Work

Students are responsible for the careful storage and backing up of their own work. The Primary School accepts no responsibility for files lost or altered due to problems with our infrastructure or hardware. Hard drives (MacBook) or cloud storage (Google Drive) may be treated like school lockers in that Staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on their MacBook are private.

## 8. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students.

Students have no expectation of privacy in their use of school computers, including email and stored files.

## 9. Cyberbullying and Defamation

The Police Force defines cyberbullying as “the use of email, instant messaging, chat rooms, pagers, cell phones or other forms of information technology to deliberately harass, threaten, or intimidate someone.”

Australian defamation law dictates that a person is guilty of defamation when: “a person who 'publishes' and assertion of fact or a comment that: Injures - or, importantly, is 'likely' to injure -the personal, professional, trade or business reputation of an individual or a company: Exposes them to ridicule; or Cause people to avoid them.”

**Sacred Heart Catholic Parish Primary School** recognises that the majority of cyberbullying cases occur outside of its controlled network. However to ensure that students and parents are aware of cyberbullying and the correct actions to take, this policy includes protection for its own name, crest, students and teacher.

If a case of cyberbullying affects a student outside of the school's boundaries the following course of action should be taken:

- The student immediately informs his/her parents/carers;
- The student immediately informs the school;
- The abuse is reported to the website owner or webmaster;
- If the concern is considered very serious then the police should be informed immediately.

A case of cyberbullying/defamation against SACRED HEART staff member or the Primary School occurs if:

- A video or image of a SACRED HEART Primary School staff member is placed on a public website without the permission of the staff member;
- Information about a staff member including their name is placed on a public website without the permission of the staff member;
- The **Sacred Heart Catholic Parish Primary School** name or crest is published on a public website without the written permission of the Principal.

The Sacred Heart Catholic Parish Primary School will not tolerate students using ICT to bully or harass others. Students found engaging in such activities will be dealt with in the strongest possible terms.

Annual cybersafety sessions are conducted for students, staff and parents.

### **10. Downloading Etiquette**

Students will not download large files unless it is absolutely necessary, Check with your teacher before proceeding. Each year level will have a specified amount that students in that year level can download.

### **11. Copyright**

Students must not copy data found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. In completing assignments, references to such sources should be provided in the bibliography.

- Students will respect the rights of copyright holders. In some cases infringing copyright is illegal. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Copyright includes but is not limited to:
- Copying software owned by the Primary School or by using Primary School resources;
- Downloading software without direct approval of a staff member;
- Copying images. clip art or art works;
- Using Primary School ICT resources to obtain program cracks;
- Installing unauthorised software on Primary School computers;
- Downloading or copying music / video from the Internet or CD.

### **12. Protection of Identity**

Students should make every effort to protect their identity through email and the internet. That information includes name, age, address, phone number, photographs for parents' names. Identity theft is a growing problem and it is better to safeguard your information.

Note: Student IDs should be represented with an avatar.



### **13. Personal Devices**

- Personal devices are not to be brought to school unless a member of Sacred Heart Catholic Parish Primary School staff has given written permission. Any personal devices brought to school are not the responsibility of Sacred Heart Catholic Parish Primary School.
- Videos/images of Sacred Heart Catholic Parish Primary School name/crest/staff and students are not to be stored on personal electronic devices.

### **14. Passwords**

Students have been given a password and it is your responsibility to keep it secret. If anyone finds out your password, it is your responsibility to change this immediately. At no stage whatsoever are you to use another individual's login and password.

### **15. Email**

The use of email during class is prohibited unless authorised by your class teacher. Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail. Students are prohibited from accessing anyone else's email account. E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written. Only approved mail programs may be used for student mail. School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of the I.C.T. Coordinator. Only school-related attachments may be sent on the school email system.

### **16. Audio and Video**

Audio on computers should be turned off unless required for the activity being conducted. Listening to music either aloud or with earphones is not permitted in class unless required for the activity being conducted or class teacher gives permission. When sound is needed, headphones provided by the student must be used. The use of MacBooks to watch movies and DVD videos, unless assigned by a teacher is not permitted during the school day. Any audio or video recording may be done only with the prior permission of all parties being recorded. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences. This includes music on any external storage devices.

### **17. Games**

The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the MacBook program. No games that are "played" over the school network are allowed. Games that include violence, adult content, inappropriate language, and weapons are not to be

installed or “played” on school computers, including the MacBooks. Screensavers that include gaming components are not allowed.

## **18. MacBooks**

Sacred Heart Catholic Parish Primary School provided MacBook’s must be in a student’s possession or secured in a locked classroom in the MacBook Recharge Cupboards at all times. They must not be lent to other students or family members. MacBook’s must be carried and transported appropriately on school grounds in their approved cases at all times. No food or drinks should be in the vicinity of the MacBook’s. MacBook’s should be handled with respect and care. MacBook’s are not to be written on, to have stickers applied to them, or to be defaced in any way. Don't remove, move or write on the identification sticker on your MacBook. Don't remove, move or write on the Bag ID tag attached to your MacBook bag.

## **19. Network Access**

Students must not make any attempt to access network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Students may not use the school network for personal or private business reasons. Students are not to knowingly degrade or disrupt online services. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws. SACRED HEART Primary School is not responsible for damaged or lost data transferred through our network or stored on MacBooks, computers, or our file servers.

## **20. File Sharing**

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing. File sharing of any kind is prohibited both at school and at home. The only exception to this is when it is a specific assignment given by the ICT coordinator. The only exception for file sharing is the use of GAFE and AirDrop for educational purposes only.

## **21. Downloading and Loading of Software**

All installed software must be a legally licensed copy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the MacBook program. Copyrighted movies may not be "ripped" from DVDs and placed on the MacBooks nor may copyrighted movies be downloaded to the MacBooks from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the MacBooks.

## 22. Screensavers and Desktop

School rules and the Sacred Heart emblem are to be used only. Inappropriate or copyrighted media may not be used as a screensaver. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

## 23. Internet Use

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.

Students must not access, display, or store this type of material, Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized, This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or ICT Coordinator as quickly as possible so that such sites can be blocked from further access, This is not merely a request; it is a responsibility.

## 24. Consequences

The school reserves the right to enforce appropriate consequences for the violation of any section of the ICT Outline and Expectations Policy. Such consequences could include the loss of privileges on a Macbook, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.

These consequences apply to students participating in the MacBook program at SACRED HEART Primary School as well as to students who are using the school's MacBooks and computers at school.

Computers with illegal or inappropriate software or materials on them will be reformatted or "reimaged\_" This amount may be increased for repeat violations. In the case of repeated MacBook abuse and/or damages, the school has the right to revoke the use of the school's MacBook.

Students are to report any known violations of this ICT Outline and Expectations Policy to appropriate administrative staff members. Random checks of student MacBooks will be conducted throughout the year to ensure that these policies are being followed.

SACRED HEART Primary School takes no responsibility for activities conducted on school computers and MacBooks or materials stored on computers, MacBook, or the school's network.

If you are unsure about the application of any of the above rules, check with your teacher first.

## 25. Specific to MacBook

- I will adhere to the terms of the ICT Outline and Expectations Policy,
- I will not scratch, write on or stick anything on the MacBook.
- I will keep the MacBook in its protective case when not being used.
- I will make the MacBook available for inspection by an adult upon request,
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will use my legal name in all educational activities.
- I will not give out personal information.
- I will not change or attempt to change the configuration of the software.
- I will report all problems and damage immediately to a teacher
- I will not download any programs from the Internet or other sources.
- I will not attempt to remove any program or files on the MacBook except for personal documents.
- I will not attempt to repair, alter or make additions to the MacBook.
- I will be a good online citizen (no harassing or bullying),
- I will not allow any person other than myself to use the MacBook, which has been loaned to me.
- I will not bring external USB/flashdrive from home

## 26. PARENT/STUDENT AGREEMENT

SACRED HEART Primary School makes no warranties of any kind, whether expressed or implied for the service it is providing.

The Primary School does not have control of the information on the Internet. Certain sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. The Internet user is responsible for NOT pursuing material that could be considered offensive.

The Primary School specifically denies any responsibility for the accuracy or quality of information obtained through its service and assumes no responsibility for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, service interruptions or alterations, even if these disruptions arise from circumstances under the control of the Primary School.

It is also understood that the Primary School checks student activity, on a random basis, both on the Internet through 'monitoring systems' and whilst students are on the computer. As an added safety feature, any emails that are sent which contain profane language are blocked and are sent to the Primary School Administration email address and are dealt with according to the terms of this policy. These monitoring devices have been put in place to ensure your son/daughter's safety whilst using the ICT facilities available at **SACRED HEART**.

Before using the SACRED HEART Primary School Internet and Computer network facility, both the student and a parent/carer must sign below indicating that you and your child are aware of and agree to abide by the above requirements.

You also understand that from time to time the Primary School can make amendments to the policy. Any amendments will be communicated through the Primary School Newsletter.

**When we are Safe, Smart and Responsible technology users, we use our Heart and Head to help us make the right choice.**

## **PLEASE SIGN AND RETURN TO SACRED HEART**

### **27. Agreement:**

I have read and understand the Sacred Heart Catholic Parish Primary School ICT Outlines and Expectations Policy. I agree to act within the parameters of this agreement at all times. I understand that this specifies that the MacBook loaned to me is a privilege not a right.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the Sacred Heart Catholic Parish Primary School ICT Outlines and Expectations Policy and will work with my Son / Daughter to ensure it is upheld. I understand that this specifies that the MacBook loaned to my child is a privilege not a right.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 8**



---

**SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL**

# **Contract**

**YEAR 5 and 6  
STUDENTS**

## **Table of Contents**

SACRED Heart Catholic Parish Primary School 1:1 Program

1. Parties to the Agreement
2. Purpose of Agreement
3. Participation
4. Exclusive Use
5. Responsibilities with respect to the 1:1 Program
  - 1.5.1 The responsibility of the school**
  - 1.5.2 The responsibility of the Parents/Guardians**
  - 1.5.3 The responsibility of the Students**
6. Compliance with Policies and Manual
7. Breaches of the Acceptable User Agreement
8. Equipment
  - 1.8.1 The following items are included in the Acceptable User Agreement-**
  - 1.8.2 The following items are not included in the Acceptable User Agreement**
9. Software
10. Financial Arrangements
  - 1.10.1 Ownership and Responsibility**
  - 1.10.2 Insurance**
11. Servicing
12. Notifications
13. Costs
14. Return of MacBook
15. Acknowledgement and Acceptance
  - 1.15.1 Date of execution**
  - 1.15.2 Parent/ Guardian's Acknowledgement and Acceptance**
  - 1.15.3 Student's Acknowledgement and Acceptance**
  - 1.15.4 SACRED HEART's Acknowledgement and Acceptance**

# Sacred Heart Catholic Parish Primary School 1:1 Program

## 1. Parties to the Agreement

This agreement is between-

\_\_\_\_\_ (Student); and

\_\_\_\_\_ (Parent/ Guardian);

and Sacred Heart Catholic Parish Primary School.

## 2. Purpose of Agreement

This agreement sets out the rights and obligations of students and parents / guardians in relation to the 1-1 Program.

It is important to note that the Sacred Heart Catholic Parish Primary School has entered into commercial arrangements with suppliers, financiers and parents in order to facilitate the 1-1 MacBook Program.

## 3. Participation

In 2016 all students from Grades 5 and 6 will participate in the 1-1 Program.

## 4. Exclusive Use

The school grants exclusive use of the MacBook to the student in accordance with this agreement and the associated school Policies and ICT Manuals as amended from time to time.

## 5. Responsibilities with respect to the 1:1 Program

### 1.5.1 The responsibility of the school

Include -

- Striving to enhance learning through the use of ICT in the Primary School
- Responding to enquiries from parents or students in regard to the Primary School's 1-1 Program
- Maintaining a copy of the relevant policies and signed agreements on file

### 1.5.2 The responsibility of the Parents/Guardians

Include-



- Being aware of and familiar with the provisions of the Primary Schools 1-1 Program documents;
- Supporting the Primary School's 1-1 Program by ensuring that their children abide by all conditions/responsibilities; and
- Compliance with the ICT policies and procedures as set out in the ICT Outlines and Expectations document and 1-1 Program.

### **1.5.3 The responsibility of the Students**

Include -

- Being aware of and familiar with the provisions of the Primary School's 1-1 Program documents; and
- Support the Primary School's 1-1 Program by abiding by all conditions/responsibilities and compliance with the ICT policies and procedures as set out in the ICT Manual and 1-1 Program
- Taking particular care for the safety and security of the MacBook at all times
- Regularly backing up their data

## **6. Compliance with Policies and Manual**

Students and parents/ guardians agree to comply with the provisions of this agreement, the SACRED HEART ICT Manual and all other relevant policies as modified from time to time.

## **7. Breaches of the Acceptable User Agreement**

Adherence to the guidelines will help ensure a positive, supportive and productive learning environment for all students. Depending on the seriousness of a particular breach of the agreement or policies, an appropriate response will be made by the school and may include any or all of the following:

- a discussion with the student;
- informing parents/legal guardian;
- loss or suspension of student access to school ICT network, resources or facilities;
- taking disciplinary action;
- recovery of any incurred costs;
- legal action, civil or criminal, as deemed necessary;
- remove a MacBook and any other equipment from student's possession;
- Cancel this agreement.

## **8. Equipment**

### **1.8.1 The following items are included in the Acceptable User Agreement-**

- One Apple 13 inch MacBook Air
- One MacBook 13" snap on protective casing
- One Power pack;
- Operating systems as per specifications; and

- Software as outlined below in Section 9

### 1.8.2 The following items are not included in the Acceptable User Agreement

- Internet access at home;
- Software required for personal use; and
- Excess internet and printing costs on-site.

## 9. Software

Additional software is not to be installed on the Macbook without permission of the school. This includes running software such as games from USBs.

| Software  |
|---|
| MacOSX10.X (operating system)                             |
| iWorks 09 - Pages, Numbers and Keynote                    |
| iLife 09 – iphoto, imovie, garageband, iweb, idvd, itunes |
| Google Earth, Google Sketch up, Stykz, Scratch, Tux Paint |
| Safari, FireFox . Google Chrome                           |

NOTE:

System preferences are not to be changed without permission from the school.

## 10. Financial Arrangements

### 1.10.1 Ownership and Responsibility

The Primary School will purchase the Equipment in section 1.8.1 on page 5, and the families will bear the responsibility for the care, maintenance and correct usage of the machine.

### 1.10.2 Insurance

This comprehensive insurance policy has been designed to make insuring your new mobile technology convenient and easy.

#### What is covered?

- ✓ Policy is underwritten by CCI Insurance and covers;
  - Accidental damage and fire
  - Theft - from the school or any organized school event

**EXCESS-** \$180 per claim (payable by student/parent prior to repairs being carried out).

## 11. Servicing

All servicing is to be carried out by Sacred Heart Catholic Parish Primary School or its agents. The school will endeavour to have the MacBook returned to the student as soon as possible.

## **12. Notifications**

If stolen, a police report is required as soon as possible. If lost or damaged at school, the student must report it to the Sacred Heart Catholic Parish Primary School Office immediately on the same day.

## **13. Costs**

For 2018 an IT Levy for each student is of \$185 is payable for each student attending Sacred Heart Catholic Parish Primary School.

The IT Levy will be sent out as part of the School Fees statement at the start of the year.

**Note: The following items are not included in the IT Levy.**

- Insurance excess.
- Wilful damage repairs.

## **14. Return of MacBook**

The MacBook must be returned in good condition and working order prior to the student leaving the school or when Sacred Heart Catholic Parish Primary School otherwise requests.

The school will require the MacBook to be provided to the ICT support centre at least annually for monitoring and service. The MacBook may be requested at other times for inspection and for routine or unforeseen maintenance needs.

# PLEASE SIGN AND RETURN TO SACRED HEART

## 15. Acknowledgement and Acceptance

### 1.15.1 Date of execution

The date of execution of this agreement is the date of signing below.

### 1.15.2 Parent/ Guardian's Acknowledgement and Acceptance

I acknowledge and agree –

- to the provisions of this agreement, the Sacred Heart Catholic Parish Primary School ICT Manual;
- that I have read the responsibilities outlined in this agreement and ICT Manual;
- to accept my responsibilities in using the school's network, resources and facilities;
- that, in the event of loss or damage, I will be liable to pay the insurance excess amount;
- that, in the event of wilful damage, I will be liable for the cost of the repairs of the MacBook and any other equipment;
- to pay the financial cost of the 1-1 Program in accordance with the payment terms.
- that, should I breach this agreement, consequences may apply.
- to attend a compulsory "Cyber Safety" session held at one of the Federation Primary Schools (Sacred Heart, Emmaus, Cana) **each year**. I understand that failure to attend a "Cyber Safety" session will result in restrictions associated with the use of the MacBook.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PLEASE SIGN AND RETURN TO SACRED HEART

## 1.15.3 Student's Acknowledgement and Acceptance

I acknowledge and agree –

- to the provisions of this agreement, the Sacred Heart Catholic Parish Primary School ICT Manual and Policies;
- that I have read the responsibilities outlined in this agreement and ICT Manual;
- to accept my responsibilities in using the school's network, resources and facilities;
- that, should I breach this agreement, consequences may apply;

Name of student: \_\_\_\_\_ Class: \_\_\_\_\_




Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 1.15.4 SACRED HEART's Acknowledgement and Acceptance

Signed on behalf of Sacred Heart Catholic Parish Primary School –

Name and Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

| MacBook   | Power Pack  | Small Adaptor   |
|---|---|---|
|  |  |  |

I have received the above named items -

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

APPENDIX 9



---

**SACRED HEART CATHOLIC PARISH PRIMARY  
SCHOOL**

**1:1 Program**

**Outlines & Expectations**

**TEACHERS**

# Outline & Expectations

## 1. Appropriate Use of Resources

Information Communication Technology (ICT) is a wonderful tool for learning. The use of the ICT however, is a privilege, not a right and inappropriate use could result in the loss of this privilege. The Agreement applies to all devices that access the Internet and/or store information electronically.

## 2. Damage

Vandalism or damage to ICT, either deliberate or through neglect will result in cancellation of all privileges and the possibility of replacing damaged items. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Primary School ICT hardware and software and computing rooms. This includes the transmission of computer viruses, theft of hardware and software.

## 3. Accessing Inappropriate Material

Teachers will not use the ICT to access material that is inappropriate, profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination towards other people. If a teacher mistakenly accesses inappropriate material, she/he should immediately inform the ICT Manager. This will protect the teacher against a claim that such access was intentional.

## 4. Chat Rooms / News Groups / Messaging

Teachers are not permitted to use instant messaging or social networking on school equipment.

## 5. Good Cyber Citizenship

Positive online behaviour is the ability to develop positive, appropriate and constructive online relationships with peers and family in a variety of mediums.

Teachers are expected to abide by the generally accepted rules of network etiquette when using Emails or other messaging systems. These include:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, or use any inappropriate language.
- Not revealing your personal address or phone number, or the address or phone number of the Primary School or members of the Primary School community.
- Not using the network a way that causes disruption or harm to other users.
- Not using Primary School resources to spam or mass mail others.
- Not injuring the reputation of the school or those within the school community.
- Not using the Internet to harass or bully others.
- Not using the Internet to impersonate someone.
- Not use or knowingly access inappropriate digital images, audio and video.

## 6. Occupational Health & Safety

Sacred Heart Catholic Parish Primary School encourages all users to read Tips for Laptop Users OH&S Policy. Additionally, all users should consider the following;

- When using the laptop, place it on a table never on the floor.

- Never place the laptop on your lap, as the transmission from the laptop may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys. Take a break every 30 minutes of use.

## 7. Storage of Work

Teachers are responsible for the careful storage and backing up of their own work. The Primary School accepts no responsibility for files lost or altered due to problems with our infrastructure or hardware. Hard drives (MacBook) or cloud storage (Google Drive) may be treated like school lockers in that Staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. **Users should not expect that files stored on their MacBook are private.**

## 8. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by teachers.

Teachers have no expectation of privacy in their use of school computers, including email and stored files.

## 9. Cyberbullying and Defamation

The Police Force defines cyberbullying as:

*"The use of e-mail, instant messaging, chat rooms, pagers, cell phones or other forms of information technology to deliberately harass, threaten, or intimidate someone."*

Australian defamation law dictates that a person is guilty of defamation when:

*"A person who 'publishes' and assertion of fact or a comment that: Injures - or, importantly, is 'likely' to injure -the personal, professional, trade or business reputation of an individual or a company; Exposes them to ridicule; or cause people to avoid them."*

Sacred Heart Catholic Parish Primary School recognises that the majority of cyberbullying cases occur outside of its controlled network. However, to ensure that teachers are aware of cyberbullying and the correct actions to take, this policy includes protection for its own name, crest, students and teacher.

If a case of cyberbullying affects a student outside of the school's boundaries, the following course of action should be taken:

- The student immediately informs his/her parents/carers;
- The student immediately informs the school;
- The abuse is reported to the website owner or webmaster;
- If the concern is considered very serious then the police should be informed immediately.

A case of cyberbullying/defamation against Sacred Heart Catholic Parish Primary School staff member or the Primary School occurs if:

- A video or image of a Sacred Heart Catholic Parish Primary School staff member is placed on a public website without the permission of the staff member;
- Information about a staff member including their name is placed on a public website without the permission of the staff member;



- The **Sacred Heart Catholic Parish Primary School** name or crest is published on a public website without the written permission of the Principal.

Sacred Heart Catholic Parish Primary School will not tolerate students or teachers using ICT to bully or harass others. Students or Teachers found engaging in such activities will be dealt with in the strongest possible terms.

Annual cyber safety sessions are conducted for all students, staff and parents.

## 10. Downloading Etiquette

Teachers will not download large files unless it is absolutely necessary, check with your ICT Manager before proceeding.

## 11. Copyright

Teachers must not copy data found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. In completing assignments, references to such sources should be provided in the bibliography.

- Teachers will respect the rights of copyright holders. Infringing copyright is illegal. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Copyright includes but is not limited to:
  - Copying software owned by the Primary School or by using Primary School resources;
  - Downloading software without direct approval of the ICT Manager;
  - Copying images, clipart or art works;
  - Using Primary School ICT resources to obtain program cracks;
  - Installing software on MacBooks;
  - Downloading or copying music from the Internet or CD.

## 12. Protection of Identity

Teachers should make every effort to protect their identity, the identity of their students and the identity of the school through email and the Internet. That information includes name, age, address, phone number, photographs or names. Identity theft is a growing problem and it is better to safe guard your information.

Note: All IDs should be represented with an avatar..

## 13. Personal Devices

- Personal devices are not to be brought to school unless the Sacred Heart Catholic Parish Primary School ICT Manager has given permission, e.g. iPads. Any personal devices brought to school are not the responsibility of Sacred Heart Catholic Parish Primary School.
- Videos/images of Sacred Heart Catholic Parish Primary School name/crest/staff and students are not to be stored on personal electronic devices.

## 14. Passwords

Teachers have been given a password and it is your responsibility to keep it secret and remember it. If anyone finds out your password, it is your responsibility to change this immediately. At no stage what so ever are you to use another individual's login and password. In the event that you need to change your password, please report it to the ICT Manager through the Problem Ticket Portal.

## 15. Email

The use of the Sacred Heart Catholic Parish Primary School email is for learning and teaching purposes only. Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail. E-mail rules should be observed. In general, only messages that one would communicate to the recipient in person should be written. Only approved mail programs may be used for student mail. School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of the ICT Manager or Curriculum Coordinator. Only school-related attachments may be sent on the school e-mail system.

## 16. MacBooks

Sacred Heart Catholic Parish Primary School provided MacBooks must be in a teacher's possession or secured in a locked classroom at all times. They must not be lent out. MacBook's must be carried and transported appropriately on school grounds in their approved cases at all times. No food or drinks should be in the vicinity of the MacBook's. MacBook's should be handled with respect and care. MacBook's are not to be written on, to have stickers applied to them, or to be defaced in any way. Don't remove, move or write on the identification sticker on your MacBook.

## 17. Network Access

Teachers must not make any attempt to access network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Teachers may not use the school network for personal or private business reasons. Teachers are not to knowingly degrade or disrupt online services. This includes tampering with computer hardware or software, vandalizing data, installing computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws. Sacred Heart Catholic Parish Primary School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

## 18. File Sharing

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing. File sharing of any kind is prohibited both at school and at home. The only exception to this is when it is a specific assignment given by the ICT coordinator. The only exception for file sharing is the use of GAFE and AirDrop for educational purposes only.

## 19. Downloading and Loading of Software

All installed software must be a legally licensed copy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the laptop program. Copyrighted movies may not be "ripped" from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.

## 20. Screensavers and Desktops

School rules and the Sacred Heart Catholic Parish Primary School emblem are to be used only. Inappropriate or copyrighted media may not be used as a screensaver. MacBook provided desktops and family photos or created images are encouraged. Presence of weapons, inappropriate images, inappropriate language, alcohol, drug, gang related symbols or pictures, will result in disciplinary actions.

## 21. Internet Use

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.

Teachers must not access, display, or store this type of material. Teachers are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. If a teacher accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify the ICT Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## 22. Consequences

The school reserves the right to enforce appropriate consequences for the violation of any section of the ICT Policy. Such consequences could include the loss of privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.

These consequences apply to all teachers with a MacBook at Sacred Heart Catholic Parish Primary School.

Computers with illegal or inappropriate software or materials on them will be reformatted or "reimaged." This may be increased for repeat violations. In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop.

Teachers are to report any known violations of this ICT Policy to appropriate administrative staff members. Random checks of teacher laptops will be conducted throughout the year to ensure that these policies are being followed.

Sacred Heart Catholic Parish Primary School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network.

If you are unsure about the application of any of the above rules, check with your ICT teacher first.

## 24. Specific to MacBook

- I will adhere to the terms of the Outline and Expectations Policy,
- I will not scratch, write on or stick anything on the MacBook.
- I will keep the MacBook in its protective case when not being used.

- I will obey to the guidelines each time the Internet is used while at school or at home.
- I will make the MacBook available for inspection by the ICT Manager upon request,
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will use my legal name in all educational activities.
- I will not give out personal information.
- I will not change or attempt to change the configuration of the software.
- I will report all problems and damage immediately to the ICT Manager
- I will not download any programs from the Internet or other sources.
- I will not attempt to remove any program or files on the MacBook except for personal documents.
- I will not attempt to repair, alter or make additions to the MacBook.
- I will be a good online citizen (no harassing or bullying),
- I will not allow any person other than myself to use the MacBook, which has been loaned to me.
- I will not download videos/songs/games from home
- Should I leave the Primary School for any reason, I will return the MacBook to the Primary School in good working order.

## 26. Teacher Agreement

Sacred Heart Catholic Parish Primary School makes no warranties of any kind, whether expressed or implied for the service it is providing.

The Primary School does not have control of the information on the Internet. Certain sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. The Internet user is responsible for NOT pursuing material that could be considered offensive.

The Primary School specifically denies any responsibility for the accuracy or quality of information obtained through its service and assumes no responsibility for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions or alterations, even if these disruptions arise from circumstances under the control of the Primary School.

It is also understood that the Primary School checks teacher activity, on a random basis, both on the Internet through 'monitoring systems' and whilst teachers are on the computer. As an added safety feature, any emails that are sent which contain profane language are blocked and are sent to the Primary School Administration email address and are dealt with according to the terms of this policy. These monitoring devices have been put in place to ensure your safety whilst using the ICT facilities available at **Sacred Heart Catholic Parish Primary School**.

Before using the Sacred Heart Catholic Parish Primary School Internet and Computer network facility, the teacher must sign below indicating that you are aware of and agree to abide by the above requirements.

You also understand that from time to time the Primary School can make amendments to the policy. Any amendments will be communicated to you.

## PLEASE SIGN AND RETURN TO SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL

I have read and understand the **Sacred Heart Catholic Parish Primary School** Outlines and Expectations Policy. I agree to act within the parameters of this agreement at all times. I understand that this specifies that the MacBook loaned to me is a privilege not a right.

Teacher Name: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**APPENDIX 10**



**SACRED HEART CATHOLIC PARISH PRIMARY SCHOOL  
TEACHER**

# **Contract**

# Table of Contents

Sacred Heart 3

1. Parties to the Agreement
2. Purpose of Agreement
3. Participation
4. Exclusive Use
5. Responsibilities with respect to the MacBook Programme
  - 1.5.1 The responsibility of the school**
  - 1.5.2 The responsibility of the Teachers**
6. Compliance with Policies and Manual
7. Breaches of the Acceptable User Agreement
8. Equipment
  - 1.8.1 The following items are included in the Acceptable User Agreement-**
  - 1.8.2 The following items are not included in the Acceptable User Agreement**
9. Software
10. Financial Arrangements
  - 1.10.1 Ownership and Responsibility**
  - 1.10.2 Insurance**
11. Servicing
12. Notifications
13. Costs
14. Return of MacBook
15. Acknowledgement and Acceptance
  - 1.15.1 Date of execution**
  - 1.15.2 Teacher Acknowledgement and Acceptance**
  - 1.15.3 Sacred Heart's Acknowledgement and Acceptance**

# Sacred Heart Catholic Parish Primary School

## 1. Parties to the Agreement

This agreement is between-

\_\_\_\_\_ (Teacher); and

Sacred Heart Primary School.

## 2. Purpose of Agreement

This agreement sets out the rights and obligations of teacher in relation to use of the MacBook in the schools ICT MacBook Programme.

It is important to note that the Sacred Heart Primary School has entered into commercial arrangements with suppliers, financiers and parents in order to facilitate the MacBook Programme.

## 3. Participation

All teachers will participate in the MacBook Programme. All teachers will attend Cybersafety Professional Development each year.

## 4. Exclusive Use

The school grants exclusive use of the MacBook to the Teacher in accordance with this agreement and the associated school Policies and ICT Manuals as amended from time to time.

## 5. Responsibilities with respect to the MacBook Programme

### 1. The responsibility of the school

Include -

- Striving to enhance learning through the use of ICT in the Primary School
- Maintaining a copy of the relevant policies and signed agreements on file

### 2. The responsibility of the Teachers

Include-

- Being aware of and familiar with the provisions of the Primary Schools MacBook Programme documents;
- Compliance with the ICT policies and procedures as set out in the ICT Acceptable Use Agreement document and MacBook Programme



## 6. Compliance with Policies and Manual

Teachers agree to comply with the provisions of this agreement, the Sacred Heart ICT Manual and all other relevant policies as modified from time to time.

## 7. Breaches of the Acceptable User Agreement

Adherence to the guidelines will help ensure a positive, supportive and productive learning environment for all Teachers and students. Depending on the seriousness of a particular breach of the agreement or policies, an appropriate response will be made by the school and may include any or all of the following:

- a discussion with the Teacher;
  - taking disciplinary action;
  - recovery of any incurred costs;
  - legal action, civil or criminal, as deemed necessary;
  - remove a laptop and any other equipment from Teacher's possession;
- Cancel this agreement.

## 8. Equipment

### 1. The following items are included in the Acceptable User Agreement-

One Apple 13 inch MacBook Pro

One MacBook 13" Polycarbonate Unibody See Thru Clear snap on protective casing

One Power pack;

One STM MacBook Carry Bag

Operating systems as per specifications; and

Software as outlined below in Section 9

### 2. The following items are not included in the Acceptable User Agreement

Internet access at home;

Software required for personal use; and

Excess internet and printing costs on-site.

## 9. Software

Software and updates are administered by the school ICT staff. Software is not to be loaded onto the computer without permission from the ICT staff.

## 10. Financial Arrangements

### 1. Ownership and Responsibility

The Primary School will lease the Equipment in section 1.8.1 on page 5, and the Teachers will bear the responsibility for the care, maintenance and correct usage of the machine.

## 2. **Insurance**

This comprehensive insurance policy has been designed to make insuring your new mobile technology convenient and easy.

### **What is covered?**

- Policy is underwritten by CCI Insurance and covers;
  - Accidental damage and fire
  - Theft - from the school or any organized school event - from a secure premises – from a locked vehicle – in transit as long as it is being attended by the user

**EXCESS-** \$160 per claim (payable by student/parent prior to repairs being carried out).

## 11. **Servicing**

All servicing is to be carried out by Sacred Heart Primary School or its agents. The ICT department will provide service in person open 8.30am – 3.30 pm Monday – Friday (except public holidays or days when the school's administration offices are closed). The school will endeavour to have the MacBook returned to the Teacher as soon as possible, but this may take up to 48 hours (subject to compliance with insurance conditions).

## 12. **Notifications**

If stolen, a police report is required as soon as possible. If lost or damaged at school, the Teacher must report it to the Sacred Heart Primary school Office immediately on the same day.

## 13. **Costs**

The school will cover the lease costs for the MacBook equipment over the 3 year lease period for each Teacher attending Sacred Heart Primary school.

**Note: The following items are not included in the costs covered by the school.**

- ↯ **Insurance excess.**
- ↯ **Wilful damage repairs.**

## 14. **Return of MacBook**

The MacBook must be returned in good condition and working order prior to the Teacher leaving the school or when Sacred Heart School otherwise requests.

The school will require the MacBook to be provided to the ICT support centre at least annually for monitoring and service. The MacBook may be requested at other times for inspection and for routine or unforeseen maintenance needs.

## 15. Acknowledgement and Acceptance






### 1. Date of execution

The date of execution of this agreement is the date of signing below.

### 2. Teacher Acknowledgement and Acceptance

I acknowledge and agree –

- to the provisions of this agreement, the Sacred Heart Primary School ICT Manual;
- that I have read the responsibilities outlined in this agreement and ICT Manual;
- to accept my responsibilities in using the school's network, resources and facilities;
- that, in the event of loss or damage, I will be liable to pay the insurance excess amount;
- that, in the event of wilful damage, I will be liable for the cost of the repairs of the laptop and any other equipment;
- that, should I breach this agreement, consequences may apply.

| MacBook  | Carry Bag  | Power Pack   | Extension Cord   | Small Adaptor   |
|--|--|--|--|---|
|  |  |  |  |  |

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Sacred Heart's Acknowledgement and Acceptance

Signed on behalf of Sacred Heart Primary School –

Name and Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_