



## Learning Technologies Policy 2019

Title of Policy/Procedure	<b>Learning Technologies Policy 2018</b>
Endorsed by	<b>Principal</b>
Responsibility	<b>Secondary Learning Technologies Manager</b>
Creation Date	<b>September 2013</b>
Reviewed date	<b>February 2019</b>
Next review date	<b>February 2020</b>
To whom issued	<b>College staff, parents and students</b>

# **Learning Technologies Policy**

## **Rationale**

Increasingly, research shows that students are motivated towards learning through the use of technology because it is visual, fast, automated, and interactive and addresses all ability levels. The use of learning technologies at LJBC, whether they be College owned, student owned or part of the BYOD program, seeks to transform the ways that students think and learn in order to give them more control over how, where and when they learn.

The use of learning technologies at LJBC recognises that the students of today:

- live, socialise, communicate, work and play in a virtual landscape unlike any other throughout history
- have access to powerful learning tools in the form of smart phone, tablet and laptop technologies
- learn best in ways that are collaborative, connected, and global
- interact with information and global culture in increasingly sophisticated and demanding ways
- must develop a skill set which enables them to produce knowledge that is creative, intuitive, divergent and imaginative
- need to build, experience and refine their online profiles in ways that promote discernment, integrity, privacy and safety

LJBC is, then, determined to harness the technological opportunities available to us now so that we can build into the learning capacities of this digital generation.

## **Learning Technologies and the BYOD Program**

The College will provide each student with a Learning Technologies Account, with the following benefits:

- a user name and password to access any College-owned, student computer
- a College email account
- access to the Internet
- access to individual storage for classwork

All students are expected to use this account and learning technologies related to it responsibly.

Students taking part in the BYOD program, whereby they will have access to their own devices every day, must secure and maintain these devices and are responsible for their safe and appropriate use. The BYOD program aims to launch learning forward, building a complete, 21st Century learning ecosystem that responds to the needs and the capabilities of our students.

Before being allowed to use College technologies and/or before being able to connect BYOD devices to the College network, all students and their parents and/or legal guardians will need to read the information below and sign the *Learning Technologies Student User Agreement*, which can be found in the Student Organiser.

Thereafter, at the beginning of each school year all students and parents/legal guardians will be required to agree to any updated terms and conditions in the Learning Technologies Code of Conduct. This will be done through an online LJBC Learning Technology User Agreement Form.

*In taking part in the BYOD program **parents/guardians** agree:*

1. That their child may subscribe to online services such as Turnitin and other appropriate educational web applications as directed by teachers.
2. To remove all software provided by the College, to their child, under a site licence to be removed from their device when their child terminates their enrolment.

*In taking part in the BYOD Program students agree:*

1. to bring their device to each class, except when the teacher has indicated it is not required for the lesson
2. to use, care for and secure their devices responsibly
3. to charge their device fully for the beginning of each school day and/or make extra provision if their battery do not last for the duration of the school day
4. to have College required software and eBooks installed and ready for use on their device
5. to store on the device only material considered appropriate by the College to use the camera and audio recording only when they have permission to do so from their teacher
6. not to publish on the internet photographs or recordings of other students, teachers, College staff or members of the community unless they have explicit permission to do so from the individual in question
7. only to access their device during lunchtime for educational purposes in the College Library
8. not to loan their device or give out their password and/or login details to another student
9. not to access or interfere with the device of another student
10. not to download applications onto their device deemed inappropriate by the College
11. to offer the device for auditing and review when asked by the College

*In using learning technologies at the College, including BYOD devices, mobile phones and College-owned devices (such as desktop computers, laptops, iPods, cameras, etc.), students agree:*

12. to protect and respect the security and privacy of others
13. to never reveal or give out their own password nor use the password of another student
14. not to record others in the school, either in audio or visual format, without the explicit permission of the subject of that recording
15. to never knowingly compromise College systems or the network
16. not to install software of any type on any College-owned computer
17. to never change the settings, system files or applications found in or via the Control Panel of College owned equipment
18. not to make or receive calls, texts or messages during College hours and to ensure

that mobile phones are switched off at all times

19. not to access any sites containing material contrary to the ethos of the College
20. not to produce, store and/or transmit material contrary to the ethos of the College
21. not to use any technologies to defame, denigrate, harass and/or menace another person
22. to abide by the Cybersafety Guidelines outlined in the Student Organiser
23. not to break copyright laws
24. to balance the amount of time that they use technology with other activities in their life
25. to follow all teacher directions including when and where not to use their device

A student's use of any learning technology at the College is a privilege and not a right. Students in breach of this User Agreement may be disqualified from using their device at school or, in severe circumstances where a pattern of breaches has occurred, have their enrolment status at the College reviewed.

In signing this agreement, students agree to the above points numbered 1 through 25.

Please read and sign the Learning Technologies Student User Agreement below:

# Learning Technology User Agreement

**All students and parents/legal guardians must read the LT Code of Conduct. Signing this agreement acknowledges that you agree to this code of conduct. A signed copy of this agreement must be returned to the College.**

**Thereafter, at the beginning of each school year all students and parents/legal guardians will be required to agree to any updated terms and conditions in the LT Code of Conduct. This will be done through an online LJBC Learning Technology User Agreement Form.**

**Student name:** \_\_\_\_\_

**Note:** A password must contain a minimum of eight characters. At least one of these must be a number, a capital letter and contain a special character (eg?! \$). Words that exist in a dictionary, names, dates etc are easily hacked and therefore should not be used.

<p><b>Parent/Legal Guardian Agreement</b></p> <p>We have thoroughly read the LJBC LT Code of Conduct, and agree to its conditions in conjunction with the Learning Technology Policy on the College website. We understand that the agreement applies to us as parents/legal guardians too.</p> <p>We appreciate that the College may suspend access to LT equipment for parents/legal guardians who breach these conditions, and may take other appropriate action in the case of serious breaches.</p>	<p><b>Student Agreement</b></p> <p>I have thoroughly read the LJBC LT Code of Conduct, and agree to abide by its conditions in conjunction with the Learning Technology Policy on the College website.</p> <p>I understand that the College may suspend access to LT equipment for students who breach these conditions, and may take other appropriate action in the case of serious breaches.</p>
<p><b>Parent/Legal Guardian's signature</b></p>    <p><b>Date</b></p>	<p><b>Student's signature</b></p>    <p><b>Date</b></p>

## Mobile Phones as Learning Tools

Students may bring their mobile phones to school but need to switch it off during College hours. During class time, students may only use their mobile phones when given explicit permission to do so by their class teacher and only for educational purposes...

When using mobile phones on College grounds or for College work, the following parameters apply:

1. Mobile phones must be switched off during College hours
2. Mobile phones can be used in class to enhance learning, but only with the explicit permission of the class teacher
3. Calls, texts and messages are not permitted to be made or received during College hours.
4. If a student needs to contact home, for whatever reason, it should be done from Student Services.
5. The use of mobile phones to record others in the school, either in audio or visual format, is not permitted without the express permission of the subject of that recording. Doing so may result in the enrolment status of the student/s in question being reviewed.
6. Recordings not directly related to the learning objectives, requirements or needs of the College and its students are not to be posted online in any format. Doing so may result in the enrolment status of the student/s in question being reviewed.
7. Recordings that do relate to the learning objectives, requirements or needs of the College can be posted online, but only with the express permission and knowledge of the subject of that recording and only in formats of locations endorsed by the College.
8. Mobile phones are not an educational requirement of the College. Parents do not need to buy a phone for educational purposes.

**All students are responsible for their device whilst at School.**

1. Students must take full responsibility for their device at all times.
2. The School is not responsible for the security of the device.
3. The School does not accept any liability for damage or loss of the device or loss of data stored on the device while the device is at School or during a School-related activity, absolutely, in negligence or otherwise.
4. Students are responsible for the proper care of their device, including any costs of repair, replacement or any modifications needed to use the device at School. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device
5. Students should not bring peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.