Learning Technologies Policy

Policy #: 042

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Learning Technologies Policy

Purpose

The College purpose is to nurture young people to discover and confidently express their unique God-given gifts in service of their community. This Learning Technologies Policy shows how the College is determined to harness the technological opportunities available to enable us to build into the learning capacities of this digital generation. The use of learning technologies at the College 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 the College 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.

The eLearning Vision

Digital technologies form an integral part of the College learning and teaching philosophy. eLearning at LJBC will support our students to be confident, creative, innovative and successful lifelong learners. It will prepare them for the diverse opportunities and challenges in the ever-changing digital world. This will be achieved by designing learning experiences across the curriculum, that are engaging, inspiring, motivating and learner-centered, that will ignite curiosity and provide opportunities that are individualised and accessible to all students. The skills developed in such activities will be transferable and "future proof" our students.

Policy Statement

The College will provide students in Years 3 to 12 with a Learning Technologies Account, including:

- a user name and password to access the College network
- a College email account
- access to the internet
- access to Office 365

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

All students are responsible for legal, financial and other obligations resulting from their use of any College Learning Technology services.

Students taking part in the Bring Your Own Device (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.

Before being allowed to use College technologies on the College site or at/for any College-related activity, regardless of its location and/or before being able to connect BYOD devices to the College network, all students and their parents and/or legal guardians are required to read sign and return the *Learning Technologies Student User Agreement to the College*. (Appendix 1)

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 (Appendix 2). This will be done through an online LJBC Learning Technology User Agreement Form.

In taking part in the BYOD program (Years 7-12): (see Appendix 3)

Parents/legal 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 license from their device when their child's enrolment ceases.

Students agree:

1. To bring their device to each class, except when the teacher has indicated it is not required.
2. To use, care for and secure their devices responsibly.
3. To charge their device fully for the beginning of each school day or if their battery does not last for the duration of the school day, to bring their charger to College.
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.
6. To use the camera and audio recording only when they have permission to do so from their teacher.
7. 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.
8. To only access their device during lunchtime in the College Library.
9. At no time should any user represent themselves as someone else, loan their device or give out their password and/or login details to another student.
10. To not access or interfere with college device and/or other student s' devices physically or remotely.
11. Not to download applications onto their device deemed inappropriate by the College.

In using their device whilst at College

Students agree:

1. To take full responsibility for their device at all times.
2. That the College is not responsible for the security of the device.
3. That the College 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. That they are responsible for the proper care of their device, including any costs of repair, replacement or any modifications needed to use the device at College. Parents and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate.
5. That should they bring peripheral equipment to school with their device, they will in all circumstances bear liability for damage or loss.

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

1. To protect and respect the security and privacy of others.
2. To never use the password of another student.
3. Not to record others in the school, either in audio or visual format, without the explicit permission of the subject of that recording.
4. To never knowingly compromise College systems or the network.
5. Not to install software of any type on any College-owned computer.
6. To never change the settings, system files or applications found in or via the Control Panel of College owned equipment.
7. Not to access any sites containing material contrary to the ethos of the College.
8. Not to produce, store and/or transmit material contrary to the ethos of the College.
9. Not to use any technologies to defame, denigrate, harass and/or menace another person.
10. To abide by the Cybersafe Guidelines outlined in College documents.
11. Not to break copyright laws.
12. 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. Students in breach of this Policy 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.

Teachers' responsibilities

In order to maintain a safe and hazard free classroom environment, staff will:

1. Ensure any student charging a device is seated adjacent to a classroom wall and as close as possible to an electrical socket.
2. Ensure extension cords and power boards are not used in the classroom for charging devices.
3. Ensure that placement of charging cords does not pose a risk in the classroom.
4. Not allow the use of devices/charging cords if the condition of the cord may pose a risk in the classroom.
5. Understand that the College is unable to supply chargers or extension cords for student devices.
6. Supervise the unplugging and plugging of electrical terminals in sockets which have terminals plugged in.

Legislation

The Privacy Act 1988: [ActsTitle (legislation.gov.au)](legislation.gov.au)

Related policies

96 Privacy Policy

44 Responsible Behaviour Policy

145 Student Code of Conduct

140 Positive Community Relationships Policy

Appendix 1

Learning Technology User Agreement

Please read and sign the Learning Technologies Student User Agreement:

All students and parents/legal guardians are required to read the LT Code of Conduct.

Signing this agreement acknowledges that you agree to the LT 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 via an online LJBC Learning Technology User Agreement Form.

Student's name (please print): _____

Note: Each student will be asked to create a password, containing a minimum of eight characters. At least one of these must be a number, a capital letter and contain a special character (e.g.?! $). Words that exist in a dictionary, names, dates etc are easily hacked and therefore should not be used.

Parent/Legal Guardian Agreement	**Student Agreement**
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. 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.	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. 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.
Parent/Legal Guardian's signature(s) _____ **Date:** _____	**Student's signature** _____ **Date:** _____

Appendix 2

Learning Technology Code of Conduct

Students and parents/legal guardians should carefully read this document before completing a Learning Technology User Agreement.

A. Conditions for computer use

1. Students are required to complete the Learning Technology User Agreement, signed by the student and parent, before their LT account is activated. Student usernames are located on the top of their printed timetables, which are distributed at the beginning of each year for Y7 and new students.

2. Students may only use computer applications that they have been given specific permission to use by the class teacher for a given time.

3. Students may only play educational games that are approved with permission of their class teacher. Students are not permitted to play games of any other type.

4. Students may not change any settings on a College computer, such as desktops, wallpapers, screen savers, printers, taskbars, display properties, system files or any application found in the Control Panel except under teacher supervision.

5. Students should ensure that they report any damage/irregularities to the classroom teacher when they first approach a College computer.

6. Students should tidy the area around the College computer at the end of each class. At the end of the lesson students are to log off OR shut down the College computer if it is the last class of the day.

7. Students may only log on to computers using their own username and password. Use of other students' log-on information is not permitted. Passwords should be kept confidential so no one else can access your work or enter prohibited sites for which you may be held responsible. If a student uses a computer logged on as someone else, both parties will be banned from using school computers for a given period of time.

8. Students are allocated their own disk space. Students may not attempt to access any part of the network other than their own Cloud/disk space. Any attempt to hack into any part of the network will be treated as a very serious breach of the conditions for computer use and will have appropriate consequences.

9. Students are permitted to use USB flash memory devices on condition that stored data is College related work, or specific permission is obtained from the ICT Department. Students are not permitted to install software of any type onto a College computer.

10. Students may not use the Learning Technology facilities to produce, store, transmit or access material that is contrary to the Christian ethos of the College.

B. Conditions for internet use

1. The College's internet account exists to provide access to curriculum related information. Students may not use this account to access material that is unrelated to the College curriculum.

2. Students may only access their email during break times or when given specific permission by a teacher. Only the official College email account may be used on College computers. Students may not use email to communicate in a manner that contravenes any section of the LT Code of Conduct and the Learning Technologies Policy.

3. Material and information dealing with pornography, drugs, violence, satanism or witchcraft are not permitted at the College. Students may not access any sites containing material of this kind, or any other material that is contrary to the ethos of the College.

4. Information published on the internet may be inaccurate or may misrepresent a person or situation. Students should take care in their use of information found on the internet. Students and parents/legal guardians may not use the internet to defame or denigrate any person.

5. Students and parents/legal guardians must not use the internet to menace or harass another person or use it in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

6. Students may not break copyright laws. Multiple copies of articles may not be copied or printed without the permission of the author. Students must read the copyright warning notices in all areas where computers are located.

7. All sources of information collected from the internet and cited in students' work must be acknowledged in a list of references at the end of assignments.

8. Students are not permitted to use a Newsgroup service unless permission has been given from a classroom teacher.

9. Students are not permitted to reveal home addresses or telephone numbers, their own or anyone else's, via College computers.

11. Students are not permitted to forward emails to anyone unless they have the permission from the original author. Students are not permitted to forward chain emails using College equipment.

12. Students and parents/legal guardians may not upload photographs without permission.

13. Students should make their internet use as efficient as possible. Downloading large files such as videos, sound files and some graphics causes the College additional expense and may only be done with the permission of the classroom teacher.

C. Consequences

Repeated or serious breaches will be referred to the Head of Learning Area, Head of House, Primary Leadership or Dean of Students for the appropriate consequences.

Students who intentionally damage Learning Technology equipment, attempt to hack into other people's files, intentionally cause inconvenience by tampering with software or hardware, or engage in any other destructive activities will receive appropriate consequences and on occasion may have their enrolment status reviewed. Suspension from school or withdrawal of enrolment may also result from any serious breach of the LT Code of Conduct.

Appendix 3: Year 7-12 BYOD Program

Year 7 to 12 BYOD Program

LJBC is committed to a BYOD program that provides the best opportunities for enhancing learning experiences. Research supports our belief that modern technologies are especially suited for one-to-one learning in the K-12 environment, where they provide ways to easily create and share content, images, and video.

LJBC utilises a learning management system (LMS) SEQTA Learn (for students) and SEQTA Engage (for parents). The LMS provides students and parents access to view lesson plans, homework, timetables, reports and grades, communication with teachers and to receive school notices. Students are also able to submit assignments and develop e-portfolios through SEQTA Learn.

It is clear that high speed internet, the World Wide Web and mobile devices have opened up an extraordinary world of connection and collaboration. In this context, LJBC seeks to further develop the use of technology within the classroom to enable both teachers and students to experience learning in new and exciting ways. The BYOD program is not about substituting good teaching with technology but to match best teaching practices with the best technologies to build a complete 21st Century learning environment.

eLearning Vision

Digital technologies form an integral part of the LJBC learning and teaching philosophy. eLearning at LJBC will support our students to be confident, creative, innovative and successful lifelong learners. It will prepare them for the diverse opportunities and challenges in the ever-changing digital world. This will be achieved by designing learning experiences across the curriculum that are engaging, inspiring, motivating and learner-centred, that will ignite curiosity and provide opportunities that are individualised and accessible to all students. The skills developed in such activities will be transferable and will 'future proof' our students.

Why a BYOD Program?

1. Increasingly, research is telling us that young people are motivated towards learning through the use of technology because it is visual, fast, accesses larger amounts of information quickly and can amplify and present thinking in diverse ways.

2. The Australian Curriculum identifies Information Communications Technology (ICT) as a general capability needing to be addressed across all courses. In this regard, and to support the quality of the curriculum, access to information through the immediacy of mobile technology is essential.

3. Creative and collaborative ways of learning, that use information effectively and differentiate for disparate learning needs, can be activated by the use of information communication technologies chosen by learners to suit their individual needs.

4. The modern technology environment provides the opportunity for students to readily participate in solution-based thinking that takes best advantage of the web and the online tools and myriad of information available through it.

5. The nature of the mobile learning environment is that students will have their devices with them every day and will use them in ways consistent with learning activities.

Operating system and specifications for the BYOD Program

1. Windows 10 or higher
2. Mac OS X 10.7 'Lion' or higher

Type of device

In many ways, the choice of type, brand and cost of the device is left as open as possible to parents. Please keep in mind that research showed that the best devices for learning are devices with touchscreen ability. A battery life that will last the normal school day is required. However, devices only need to comply with the compulsory *minimum* specifications, as outlined below.

Compulsory specifications

*   Windows 10
*   OS X 11 or higher (this does not include iOS devices like iPads)
*   Microsoft Office 365 (available at no cost to all students with a school email account.
*   A tablet device must have a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.

Minimum specifications	Recommended specifications
- Windows 10 or higher / OS X 11 or higher - Microsoft Office (provided by the school) - Hard drive – 128GB 11-inch screen - Keyboard and mouse/track pad 1x USB port - RAM – 4GB - Camera - Speaker/microphone - WLAN 7 hours battery life	- Windows 11 or higher / macOS Monterey - Hard drive – 256GB - RAM – 8GB 1x USB port - Keyboard with mouse/track pad - Camera – both front and rear facing - Speaker/microphone 802.11 WLAN 7 hours + battery life - Touchscreen and Stylus

Devices that will NOT be supported

All versions of: Windows RT, Apple iPad, Chromebook and Android tablets

Frequently Asked Questions

1. What is the cost of devices and who is responsible for payment?

Pricing of devices varies and continually becomes more competitive as new products come to market. We encourage families to shop around. Parents are fully responsible for the purchase of devices.

2. What if the device is damaged, lost or stolen?

Insurance for the device is the responsibility of parents and should either be covered through personal household insurance or the warranty that comes with the device. Good advice is to get a **good quality cover/case** that will protect the device and to subscribe to an appropriate insurance cover. This will help minimise accidental screen damage and replacement/repair costs of the device.

The College does not recommend a specific protective cover/case; however, they may not depict any images or text deemed inappropriate to the College.

3. Are there devices that students may use in the event that their own devices are being repaired?

The College recognises that there are legitimate occasions when a student's personal device may be unavailable for short periods of time, and therefore offers the temporary loan of a College device.

College devices are available for up to two weeks. In exceptional circumstances where a device takes longer to be repaired, the loan period of the device will be reviewed. A loan device will only be issued to assist the student when his/her device is sent away for repair; this service is not available if a student has left a device at home or forgotten to charge it.

Note: Parents take full financial responsibility if a College device is damaged, either accidently or maliciously.

4. Will parents be required to buy accessories?

The College requires that each student has his/her own set of headphones and at least one 4GB USB memory stick. Any additional accessories may be purchased at the discretion of parents.

5. Is there an agreement I need to sign before my son/daughter is granted access to the College network?

All student devices will only have access to the College network after the student and their parents have signed and returned the Learning Technology User Agreement (LTUA), which will be made available to all students.

A printed copy of the LTUA needs to be completed when the student first commences at LJBC, and thereafter at the beginning of each school year. All students and parents/legal guardians will be required to complete an online agreement and updated terms and conditions of the LTUA.

6. Will my son/daughter's internet use be monitored at the College?

All devices logged on to the College network are monitored and filtered for safe use; this is consolidated by teacher supervision.

7. What technical support is offered by the College?

Parents and students are responsible at all times for their own device.

Technical support from the ICT department will only extend to giving devices access to the school network once the Students User Agreement has been signed.

All software and hardware issues are the responsibility of the owner.

8. Why do LJBC not support iPads and other mobile devices?

Educational researchers have found that tablets are best used as content and document viewers but are limited in creating content and documents.

Tablets use Apps to run programs (Word, Excel, etc.) and these Apps do not have the full formatting and functional abilities of the desktop versions.

iPads and other mobile devices are limited in using any external storage drives.

For secondary educational purposes, tablets are not as versatile as laptops or hybrid devices.