



Digital Technology Booklet 2024

Document includes the following:
Digital Technology Program
User Charter
Acceptable Use Guidelines
Student Internet Guidelines
Printing Guidelines
Acceptable Use Agreement

Saint Ignatius College Geelong

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A Jesuit Companion School

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Contacts

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Saint Ignatius College Phone Number: 03 **5251 1136**

AppleCare Help Support:

For outside school hours support:

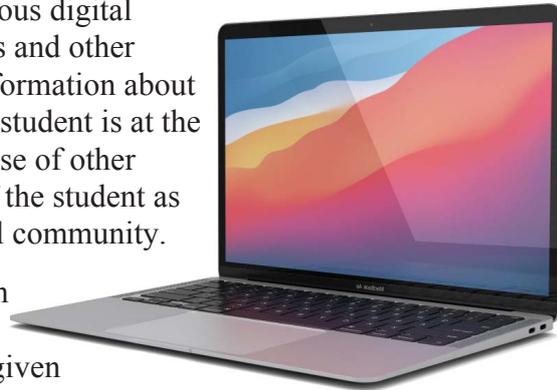
AppleCare + Help Desk Support (Tel: 133 622) covers an unlimited number of support incidents for hardware and software diagnosis and troubleshooting; and issue isolation for Apple-based solutions.

Products covered include Apple hardware, Mac OS, and most Apple tools and applications.



Overview

Information communication technology (ICT) is integrated across all learning areas at our college. ICT across the curriculum refers to students developing the confidence to employ a range of digital tools and software options to enhance learning. It also involves developing safe and responsible practices related to the usage of various digital learning tools including laptops, cameras, tablets and other digital devices. The following pages include information about the laptop used at the College, its use while the student is at the College, policies pertaining to its use (and the use of other digital devices) and the College expectations of the student as a digital citizen of the College and in the general community.



Individual laptops currently act as the foundation learning tool for each of our students to develop these skills from Year 7 through to Year 12 and given that understanding, the College will continue to provide learning pathways beyond Years 7 and 8 to enable growth in these skills as part of formal studies offered at subsequent year levels.

The Laptop

The College has chosen to use the Apple platform throughout the College.

Students will purchase a school-supplied laptop for year 7. They have the option to either continue using that that laptop for the entire duration of their schooling or may elect to purchase a new school-supplied laptop at any time during years 10-12 via our supplier portal.

The MacBook Air comes with a range of tools designed to make teaching and learning easier and more engaging. Each MacBook Air comes with a built in video camera, microphone, Wi-Fi and Bluetooth networking. The MacBook Air works effortlessly with most printers, cameras and other peripherals.

All year 7 laptops are covered by an extended 3 year warranty. Laptop repairs and servicing are undertaken at the College by an Apple certified technician.

The MacBook Air will have the following software available:

- | | |
|---------------------------------------|--|
| → Mail | Microsoft Office |
| → Safari, Firefox and Chrome Browsers | → Word |
| → Photos | → Excel |
| → iMovie | → Powerpoint |
| → Garageband | |
| → Pages | Adobe Creative Cloud |
| → Numbers | → Photoshop |
| → Keynote | → Illustrator |
| → Google Drive | → Many more creativity & productivity apps |
| → Antivirus | from Adobe |

The laptop will be set up for use at school with all major settings and configuration completed.

Using the Laptop

As the laptop will be operated by the student for the majority of the time it is important that a number of guidelines be established to ensure basic maintenance, backups, etc are performed.

The expectations of the program for families are as follows.

Basic Maintenance

The basic maintenance of the laptop is the responsibility of the student.

- Restart the Laptop at least once a week as this will free up memory and speed the machine up. Just logging out and in or sleeping the machine does not achieve the same result.

Backups

Files can be lost, corrupted or accidentally deleted.

Backup of important files on the laptop is the responsibility of the student.

If a student's MacBook Air has a hardware or software fault the College will maintain a limited set of loan machines to keep the student working. The student's existing work will not be on the loan MacBook Air. MacBook Airs no longer have removable storage. **Any fault requiring a replacement logic board will result in a total loss of data.**

It is important to backup daily.

The MacBook Air comes with extremely easy to use backup software called ***Time Machine*** which will automatically backup the entire laptop or nominated files whenever an external storage device is connected. Time Machine will automatically warn the student if a backup has not been completed recently.

We recommend purchasing external USB-C storage (min 256GB) for use with Time Machine. Synchronising school work with Google Drive is encouraged. Please visit the IT service desk if you require assistance implementing a backup routine.

Battery use / Charging

To ensure the MacBook Air and battery are well maintained the following guidelines should be followed.

- ***Students should bring their MacBook to school fully charged.***
- Batteries should not be allowed to completely drain as this can lead to lost work and damaged files. A warning will appear to inform the student when the battery is very low and to shutdown as soon as possible.
- The MacBook Air charger should be left at home and not brought to school.
- The IT Department will charge your laptop for you if it is required.
- Loan chargers are not available.
- Charging facilities are available in the ILC for students use during recess, lunch and before and after school.
- Inspect chargers for signs of damage and bring them to the IT Department if you suspect there is an issue.

Using the Laptop

Getting the most from your battery

- Turn Bluetooth off when it is not required
- Close programs that are not in use
- Adjust energy saver settings to maximize battery life
- Set changing desktop pictures to no faster than one minute
- The built-in “Activity Monitor” utility will tell you which programs are using the most power
- Turn off or restart the laptop regularly

Treatment of the laptop

The MacBook Air is a durable machine, however it still needs to be treated with care.

- Students are not to decorate the laptop
This includes applying stickers
- Laptops should never be left in lockers overnight. Laptops can be left with the IT Department if the student is unable to take them home due to a valid reason, (eg after school sport, etc.)
- Cleaning chemicals should never be used to clean any surface of the MacBook
- ***Never move or lift the laptop by the screen***
- ***Always transport the laptop in its bag to and from school as well as between classes.***
- Close your laptop screen before moving it. Even within the classroom.
- Check your laptop for objects before closing the lid. Eg. headphones and pens
- Liquids should not be located near the laptop, this includes steam in bathrooms which can also damage the laptop

Getting help at the IT Service desk

If you require the IT Department to assess your laptop for any reason (hardware or software) during the school day you must have your laptop in its laptop bag.

Classroom Practice

Integration into the College Curriculum

Saint Ignatius College has designed a curriculum which facilitates delivery of content via technology. The weaving of technology through each Learning Area is a process which has been occurring for many years.

- Students can access curriculum resources via Canvas, the Learning Management System used at the College
- Students can communicate instantly and with unprecedented flexibility with their teachers and classmates
- Students can view videos relevant to the activities in the classroom
- Students can use applications to creatively produce work
- Students can view their timetable, attendance and academic summary reports via Xuno, the Student Management System used at the College

Laptops will not be required for every class. When this is the case:

The laptop should be stored in a locked locker at all times when not in use. A good quality padlock / combination lock must be used to secure the locker.

Using AI

Students should utilise generative AI in a responsible and thoughtful manner to aid in the development of their ideas and consider the potential impact on their understanding of a topic and the quality of their work.

Using a Laptop at home

It is important to be aware of some good practices when young people are using technology, especially the Internet. Whilst the majority of Internet activity is positive, care must be taken to ensure young people are provided guidance on safely navigating the Internet.

We recommend the following as a guide for families - <https://www.esafety.gov.au>

Internet safety is equally important in the home, friends' houses and public places. By planning to be cybersafe in any location, children are most likely to enjoy fun and rewarding online experiences.

There are three key steps to cybersafe practices in the home:

- ***Educate***
- ***Empower***
- ***Supervise***

The three work together towards positive and safe online use. The aim is not only to protect children but to help them learn to make good decisions.

Having a Laptop at home

Educate: An essential part of keeping young people safe is making them aware of risks, and talking to them about how to avoid potential problems. Visit the Esafety website for Internet safety information and educational programs suitable for children's use.

Empower: Young people need to be capable of making the right choices. They need to know they can talk to a parent/guardian/carer if something happens online that makes them feel uncomfortable.

Supervise: Young people may behave differently online, so it's important to be involved. By encouraging the use of the laptop in a communal area, supervision and healthy use of the laptop becomes easier.

Using the Internet safely at home

Before starting:

- foster an environment of open and regular conversation about the Internet and online behaviour
- stay familiar the types of Internet services young people use. eg. latest social media platforms
- encourage young people to be conscious of what information they provide about themselves, and how they present online.

Never treat the Internet as a private space

Set up correctly:

- look at where the computer is set up. If it is in a bedroom, consider moving it to a public area of the house where it's easier to supervise
- encourage the use of a safe search engine for all web searches. For example Google Safe Search

When online:

- stay involved in your child's use of the Internet and new technologies. Work with them. Set up a social media account, join your child's friendship circle and see what they are doing. It can be a fun experience for parents too
- help your child set up their profile to make sure that they don't put too much personal information online
- check the privacy settings and user agreements for Internet services (eg social media or online shops) and familiarise yourself with how to report abuse. All social networking, virtual networks and gaming sites have facilities to do this
- supervise and monitor the use of the Internet, particularly with younger children. If issues arise, address them quickly and know who to report problems to. Your child's homeroom teacher is a great place to start
- above all, keep the lines of communication open. Children need to be confident that they can talk to an adult about what's happening, without being afraid that they're automatically going to get into trouble
- In today's digital age, it is crucial for students to be aware of the potential risks associated with sharing personal information with AI technology and to prioritise their privacy considerations when using it. Treat AI like a stranger.

Additional Guidelines

Browsing history

Parents/guardians/carers should be aware of the ability to look through the browsing history of the computer.

Safari, Firefox and Chrome keep a record of the recently visited sites which can be easily accessed from the history menu.

Disabling or reducing the ability of the computer when necessary

The College can enable some restrictions when requested by families. This can assist with basic filtering of Internet usage, limiting the number of hours the MacBook can be used, reporting on usage and more.

Consider befriending your child online

If you are concerned about the use of social networking on your child's laptop and feel comfortable you could ask to follow their social media accounts. A simple rule for young people online is that anything you post is permanent and if you wouldn't want your family to see it, don't post it!

Digital Technology User Charter

User Charter

1. Purpose

The laptop is provided as a tool to assist student learning both at the College and at home.

2. Equipment

2.1 Equipment Operations

2.1.1 The student must bring the laptop fully charged to the College every day. Battery chargers are to be left at home.

2.1.2 All material on the laptop is subject to review by College staff. All inappropriate files and software will be deleted. If there is a police request, Saint Ignatius College will provide access to the laptop and personal network holdings associated with the use of your laptop.

2.2 Damage or loss of equipment

2.2.1 All laptops and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the laptop. It does not cover negligence, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the laptop must be reported immediately to the College.

2.2.3 In the case of suspected theft a police report must be made by the family and a report number provided to the College.

2.2.4 In the case of loss or accidental damage an incident protection form is required to be completed and signed by both the student and by a parent/guardian.

2.2.5 Laptops that are damaged or lost by neglect, abuse or a malicious act, may require reimbursement of the costs if not covered by insurance. The Principal will determine whether replacement is appropriate and/or whether or not the student is responsible for repair or replacement costs.

2.2.6 Students will be required to replace lost or damaged chargers.

2.2.7 In the case of accidental damage, theft or damage by theft, the family will be responsible for the incident protection levy as per the Incident Protection Arrangement document available on the College website

2.2.8 For all incident protection details refer to the MacBook Incident Protection Arrangement.

Digital Technology User Charter

User Charter

2.3 *Financial Commitment*

- 2.3.1 On signing the Enrolment Form parents/guardians/carers accept the responsibility for the payment of School Fees and Charges which include the laptop charge and any other costs related to the laptop program as determined and amended from time to time by the College.
- 2.3.2 A tax invoice will be generated for the full amount owing at the beginning of the program.

2.4 *Substitution of equipment*

- 2.4.1 When a laptop is replaced, it may be replaced with one of a similar age. This will be organised by Saint Ignatius College.

2.5 *Standards for laptop care*

- 2.5.1 The student is responsible for taking care of the laptop in accordance with the Digital Technology Booklet.
- 2.5.2 In terms of backing up all data securely, students must be aware that the contents of the laptop may be deleted and the storage media reformatted in the course of repairs.

Acceptable Use Guidelines

The following applies to the users of the Saint Ignatius College Network, Email, Internet, Intranet and other electronic equipment. This includes but is not limited to all students, staff, contractors, casuals, temporaries and volunteers at the College.

Each individual using the College network agrees that they are solely responsible for their actions and all material accessed and all actions undertaken while using College ICT systems.

Users understand that all aspects of use of Information, Communications and Technology (ICT) will be monitored. The ICT team may view users' files, usage or screen at any time for either maintenance or monitoring.

All users agree not to:

- Use any ICT equipment to negatively effect the learning of any other person
- Use ICT equipment to bully, threaten, intimidate or communicate in a negative way to another person
- Keep open liquid containers in the direct vicinity of any ICT equipment
- ***Record either audio or video, take photos or images of any person without their consent***
- ***Change their College issued password***
- Deliberately seek to infect, damage or destroy hardware and/or software

Any breach of these basic requirements could result in costs involved in repair/replacement being payable by you, your accounts being suspended or other disciplinary action as determined by the Year Level/House Coordinator/ICT Manager/Deputy Principal or Principal.

By using the College Network and Services you agree to accept the terms and conditions outlined in this document.

Email

Saint Ignatius College provides an email account for all users.

All users of the email system are automatically added to a series of College circulation lists. These lists enable the College to pass on important and relevant information to its members in an efficient way. Such lists are moderated and all messages submitted must be relevant to the list members.

1. Email is to be used for the purpose of relevant communication. It is not to be used for spam, annoying, harassing or abusive emails, this includes 'chain' emails. Email is considered harassment if it offends the receiving party in any way.
2. The individual is responsible for all emails sent and received via their email account.

Acceptable Use Guidelines

3. *Proper use;*

- a. No individual shall send an offensive, obscene, discriminatory, insulting or disruptive email to any other person.
- b. No individual shall store, send or knowingly receive any pornographic, or other sexually explicit material.
- c. No individual shall use email to obtain, disseminate or publicise derogatory, defamatory, offensive, illegal or in any other way inappropriate material which include;
 - i. Language that is not appropriate, such as swearing
 - ii. Offensive or inappropriate cartoons or jokes
 - iii. Ethnic, religious or racial slurs
- d. No individual shall forge or in any way send deceptive email messages or headers.
- e. No individual shall circulate material over which a third party holds an intellectual property right without their explicit permission.
- f. An individual must always meet the conditions of the College's ICT Acceptable Use Policy and Cyberbullying Policy
- g. No individual will access other individual's e-mail accounts.

4. College e-mail system administrators will ***not*** routinely monitor an individual's e-mail and will take reasonable precautions to protect the privacy of e-mail. However, e-mail is ***not completely confidential and private***. College email system administrators and/or other authorised persons may access your College e-mail account:

- a. when there is a reasonable basis to believe that these guidelines or Australian, State or Local Law has been violated;
- b. to diagnose and resolve technical problems involving system hardware, software, or communications; and
- c. as otherwise required or permitted by law.

Any breach of the email guidelines may result in your account being suspended and further disciplinary action if required.

Internet

Saint Ignatius College provides internet to students for school research, assignments and other educational related activities only. The internet is a very valuable research tool and all students and staff are encouraged to use it, provided it is used appropriately as per the ***Student Internet Guidelines*** on page 15.

Acceptable Use Guidelines

All users agree not to:

1. Access, view, download, print, distribute or post any material that may be considered inappropriate, offensive, obscene or discriminatory including material that contains adult themes or that has racist, sexist or political.
2. Access, view, download, print, distribute or post any material, which includes inappropriate comments in relation to individual's disabilities, or any physical attributes.
3. Attempt to break/hack into security mechanisms at the College or any other Internet sites, including the use of VPNs.
4. Post any information on the Internet on behalf of the College unless specifically authorised to do so.
5. Copy or download information/graphics/music/video files, from the Internet, unless it/they are fully acknowledged using normal resourcing and referencing rules that apply to the use of hard copy documents.
6. Create forums, accounts, groups or other listings on Social Networking sites such as Facebook, Instagram, X, TikTok, etc or create stand alone websites under the name of the College or under the name of any other individual.
7. Use the College logo, name or images in any way unless approved by the Principal.
8. Use at any time chat and/or file sharing programs unless authorised by the teacher.
9. Post pictures on social networking sites of students in our College uniform. Or any member of our school community without their permission.
10. Access the internet via any means including, mobile tethering, personal hotspots, USB wireless modems etc when at the College.

Any breach of these guidelines may result in your accounts being suspended and further disciplinary action if required.

Intranet

The College Intranet is a dynamic interactive learning environment accessible by all members of the College community and as such care must be taken when using this resource.

All users agree to:

1. Use the same principles as the College Internet policy with regard to content posted to the Intranet.
2. Report any misuse to the IT department.
3. Not attempt to hack/break into any area of the Intranet.
4. Respect others.

Failure to comply with the above conditions may subject the student to the usual discipline procedures of the College. This may result in full denied access or suspended access for a specific period of time, at the discretion of the Year Level Coordinator/House coordinator/ICT Manager/Deputy Principal or Principal.

The Deputy Principal and Principal will handle severe breaches of the policy.

Student Internet Guidelines

Overview

Saint Ignatius College provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The College believes that the resources available through the Internet are of significant value to the learning process and preparing of students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

While on College grounds, all computers remain under the control and supervision of the College. The school reserves the right to monitor all computer and internet activity by students. Students should have no expectation of privacy in their use of Laptops. While reasonable precautions will be taken to supervise student use of the Internet, the College cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside the school. The school is not responsible for the accuracy or quality of information that students obtain through the Internet.

The educational value of appropriate information on the internet is substantial. However, the internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the College setting.

Among other things, there is information that may be inaccurate, abusive, profane, or illegal.

Students are expected to use the resources in a manner consistent with this policy and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

Home use of the Internet by students must be supervised and parents/guardians/carers are completely responsible for the student's use of the Internet resources from home. A daily time limit for home use is highly recommended.

Moral Responsibility

Ultimately, Students are responsible for their actions when using ICT at the college and should use sound moral judgment to consider the outcomes of their actions.

A. Computer Use is a Privilege, Not a Right

Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

B. Acceptable Use

Based upon the Acceptable Use guidelines as outlined in this document, the College will deem what is appropriate and inappropriate use of the system. In addition the College has the right to place reasonable restrictions on the material you access or post through the system.

Student Internet Guidelines

These behaviours are not acceptable:

Illegally obtaining or using Software

Using software that is not made freely available or otherwise owned by the student or the College.

Non-School-Related Uses: Using the schools computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes.

Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords and/or accessing other users' accounts;

Malicious Use/Vandalism: Any malicious use, disruption or harm to the school department's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and

Unauthorized Access to Chat Rooms:

Accessing chat rooms without specific authorisation from the supervising teacher;

C. Prohibited Use

The student is responsible for their actions and activities involving school computers/laptops, networks and Internet services and for their computer files, passwords, and accounts.

Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

Accessing Inappropriate Materials: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

Illegal Activities: Using the schools computer, networks, and Internet services for any illegal activity or activity that violates other College policies, procedures and/or school rules;

Violating Copyrights: Copying or downloading copyrighted materials without the owner's permission or any other activity that violates other College policies regarding copyright material.

Plagiarism: Students representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Website must be identified;

D. No Expectation of Privacy

The school retains control and supervision of all computers, networks, and Internet services owned or leased by the school. The College reserves the right to monitor all computer and Internet activity by students. Users shall have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian/carer shall be responsible for compensating the College for any losses, costs or damages incurred by the College related to violations of this policy.

F. The College Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The College assumes no responsibility for any unauthorised charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Student Internet Guidelines

G. Student Security

A student shall not reveal their full name, address, or telephone number on the Internet. Students should never meet people they have contacted through the Internet. Students must inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the school's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the IT department. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security may have their privileges revoked and may be subject to additional disciplinary and/or legal action.

Printing Guidelines

To defray growing costs of printing and reduce unnecessary waste, the school has implemented a printer cost accounting system called "**PaperCut**" to monitor and charge for all student printing in the school. Each student is given a printing charge allowance.

Students' initial quota balance at the beginning of Term 1 will be **\$5.00** (100 A4 pages of black and white printing or 10 A4 pages of colour printing.)

If a student's printing account approaches a \$0 balance, students are able to add more credits to the account by purchasing credit from the IT Service desk. Students should bring their college supplied ID card with them when adding print credits.

Reduce Your Printing Costs and environmental impact.

Don't send the same print job multiple times - Check the print queue.

This is one of the most common mistakes made. If your printing doesn't come out straight away it is most likely stuck behind another print job. Be patient, or cancel your printing from the print queue on the printer before re-printing.

Only print what you need.

Consider whether it is really necessary to print your work. Could it be submitted on Canvas or otherwise sent digitally to your teacher?

Don't print draft copies of your document for every minor revision.

Check print preview to find out how many pages will be printed before sending your print job to the printer.

Print double sided where possible.

We hope that the use of ICT at Saint Ignatius College will enrich the educational opportunities provided across multiple curriculum areas and contribute to the positive development of students' character.

We encourage students, parents, guardians and carers to contact the College IT department for help with absolutely anything regarding the use of ICT during your student's education at Saint Ignatius College Geelong.

For detailed policy information, please refer to the College website Policy page:
<https://www.ignatius.vic.edu.au/our-school/college-policies>



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