

Computer and iPad Information for Parents



Assisi Catholic College is a 1:1 digital environment

Assisi's 1:1 digital environment supports our vision to educate and engage students utilising the rapidly developing and changing world of technology. For this reason, all students from Preparatory to Year 12 are required to have an Apple Digital Device for their learning at school.

For students in Preparatory to Year 6 parents must supply an Apple iPad.

For students in Years 7 to 12 parents must supply an Apple Laptop computer.

Our 1:1 program and computer use policy are detailed below:

1. **Parent Owned and Managed Computers: Preparatory to Year 12**
2. **I.T. Support at Assisi Catholic College**
3. **Managing Your Child's Digital World**
4. **Acceptable Use of Technology Agreement**
5. **Software and Applications**

1. Parent Owned and Managed Computers: Preparatory to Year 12

- The parent and student manage the computer and are responsible for service, warranty, insurance and IT support
- All computers are purchased by parents, directly through an authorized Apple Reseller of their choice
- The College can provide a letter informing the Reseller that the student is part of a 1:1 school computer program. Please see the I.T Department for a copy of this letter
- The ICT Fee applies to all year levels and covers such things as the operation and development of the local network infrastructure

IPads – Specifications for Students in Preparatory to Year 6 (Early and Junior Years)

Device Required:	Apple iPad only
Minimum Specifications:	The minimum specification of any current model iPad
Software Required:	The current version of operating systems: please refer to the links for iPad and laptop software on the Assisi Catholic College website.
Recommendations:	Upgrade memory

Apple Laptops – Specifications for Students in Years 7 to 12 (Middle and Senior Years)

Device Required:	Apple Laptop Only
Minimum Specifications:	The minimum specification of any current model Apple Laptop
Software Required:	Refer to the link on the Assisi Catholic College website
Recommendations:	Upgrade memory – Ram and storage memory

Other: *For students in Years 11 and 12, special requests to use non-Apple laptops can be made to the IT department (minimum specifications and capabilities will apply)*

Recommended Set Up

- Parents maintain full administrator control of the BYOD computer
- Parents create a unique login for the student
- Parents keep a record of their child's passwords
- The child's login does not have full administrator rights or rights to change passwords
- Parents manage any application purchases

- **All devices are required to have regular and adequate back-up.** This would mean at least iCloud for iPads and a Time Machine hard drive for laptops
- All-important working documents are also backed-up on student SharePoint accounts – or 'iCloud' for iPads
- The recommended web browsers are Safari and Firefox (laptops)
- Large files that are not being used, should be stored on a back-up drive
- Extended Apple Care Warranty with associated Apple Care support be purchased
- All devices must have carry cases that fully protect the device if dropped

2. I.T. Support at Assisi Catholic College

- The iHelp Centre is open in the iCentre (Chiara) before school and at break time most days
- The iHelp Centre offers occasional support and training for parents
- The iHelp Centre provides on-site filtering of inappropriate internet sites and, when necessary, monitors student use on the College network. Parents should note that internet filtering is no substitute for thoughtful and educated adult supervision. The iHelp Centre holds a number of parent information events each year and is available to support parents with specific advice and information
- I.T. support for Parent Owned and Managed devices, at Assisi, is limited. Privately owned computers can have unlimited and unknown configurations
- IT support staff will assume that recommendations for computer use have been adopted, especially regarding back-up
- NSSCF computers will be managed by the parents and students. This includes all warranty, service and damage/insurance issues. The college provides an up-to-date computer image that students have access to, through the iHelp Centre
- The college maintains a small pool of laptops / iPads which are available for temporary hire by Assisi Catholic College students, whose device is being repaired or replaced. The conditions are:
 - i. Parents must complete and submit the online Computer / iPad Hire Agreement Form available on the Parent Portal
 - ii. The college equipment may be hired for a maximum period of three weeks
 - iii. The standard terms and conditions for the use of college owned IT equipment applies
 - iv. Parents may be responsible for replacement in the case of damage or loss
 - v. A hire fee of \$20.00 per week for laptops, \$10.00 per week for iPads and \$10.00 per week for chargers, or part thereof and this amount will be applied to college fees

3. Managing Your Child's Digital World

Suggestions for Parent Management of Digital Devices

We advise parents to educate themselves regarding the successful management of their child's digital world. We fully recommend that you investigate the web for the following information to help protect your child and yourself:

- Home Internet Filters
- Parent Controls
- How to Backup
- How to turn on Safe Search on Google
- www.icybersafe.com – Living in a Connected World
- www.cybersmart.gov.au – The Easy Guide to Socialising Online

We recommend that parents do not limit their education to only the above suggestions. Please keep up to date with all aspects of your child's online journey.

4. Acceptable Use of Technology Agreement

4.1. Responsibilities of Users

- a) Students must comply with the rules for accessing technology resources in this document
- b) Students and Caregivers need to be aware that technology and its uses are changing rapidly and that, from time to time amendments may need to be made to the Acceptable Use Agreement. Amendments will be posted on the Assisi Catholic College website
- c) Students and Caregivers are required to maintain and update their computers in such a way that they remain compatible with Assisi Catholic College's IT systems. This includes regular updates of operating systems and other software, as well as ensuring computers have appropriate Wi-Fi and connectivity capabilities.

4.2. Permitted use of technology resources

- a) Students must only access Assisi Catholic College technology resources for school work
- b) Students must not:
 - i. buy or sell items or services over the internet;
 - ii. access or enter chat rooms;
 - iii. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
 - iv. amend documents created by another student without that student's consent;
 - v. download, install or use unauthorized computer programs;
 - vi. deliberately install computer viruses or other malicious programs;
 - vii. gain unauthorized access to any system by any means;
 - viii. use technology resources to attack or compromise another system or network;
 - ix. access or intercept emails sent to other persons

4.3. Confidentiality and Cyber-Safety

- a) Students should be aware that material that they post on Internet sites (including Facebook and other social media sites) is public
- b) The content of public posts may have personal implications for students if, for example, potential employers access that material
- c) The content of posts also reflects on our educational institution and community as a whole. Once information is on the Internet it may not be possible to remove it
- d) Students should not display personal information about themselves or others in a way that is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails
- e) Students should not distribute someone else's personal information without their permission
- f) Where disclosure of personal information is made through authorised avenues, users should be aware that invasions of privacy may sometimes occur and it is outside Assisi Catholic College's control to prevent such instances from occurring
- g) Students should be aware that persons on the Internet might not be who they say they are
- h) Students must not arrange to meet persons who they have met on the Internet
- i) Students should be aware that the operation and maintenance of technology resources requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed
- j) Parents and students agree to allow Assisi Catholic College staff access to inspect any device if there is reasonable cause
- k) Assisi Catholic College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required
- l) *Parents and Caregivers agree to discuss the responsible and safe use of the internet and to take responsibility for monitoring and supervising student use of the internet*

4.4. **Cyber-bullying and Defamation**

- a) Students must not use email or the Internet to say rude or unkind things about other people or send threatening, harassing or offensive messages
- b) Improper use of technology resources could amount to defamation

4.5. **Security and Back-Up**

- a) Students must allow virus checks on all attachments received by email and on all disks before opening
- b) Students must ask for assistance if they are unsure as to how to perform a virus check
- c) Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess
- d) Students must log off at the end of their computer session when using College computers
- e) Students must not use another person's name and password to access resources
- f) Students must report a suspected breach of security to a teacher
- g) Students must have their personal computers 'named' with the first and last name of the student
- h) Students must have their personal login 'named' with the first and last name of the student.
- i) Students must not void, remove or attempt to bypass any of the College's security or administrative systems and protocols e.g. by using proxy servers or personal hotspots
- j) Students are not allowed to access the internet via personal wireless or cellular networks during class time
- k) Students must turn off the cellular or 'hot swap' options on personal digital devices during class time
- l) Privately owned devices must be visibly labelled with the student's full name

4.6. **Submission and Back-Up of College Work**

- a) Students must maintain an unalterable, date stamped copy of all work submitted for assessment or marking for at least twelve (12) months after the **due date** of the assessment
- b) Students must maintain a backup of all College work on an external back up device. Assessable items need to be backed up regularly on an external device and on one of the cloud storage options provided by the College (gDrive or MySite). Loss of work due to students failing to back up is not an excuse for non-submission of work

4.7. **Copyright**

- a) Students must not use Assisi Catholic College technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media that may be a breach of copyright or other intellectual property rights

4.8. **Consequences following a breach of this policy**

- a) Students acknowledge that they will be responsible in the event of any breach of this policy
- b) A breach of this policy will be taken seriously and may result in disciplinary action
- c) Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for a breach of School Discipline policy
- d) Cases of serious, deliberate, and / or criminal breach will be referred to external authorities and may result in civil or criminal proceedings

4.9. **Damage**

- a) Students and parents / guardians may be financially liable for damage caused to College resources
- b) Parents / guardians and students agree to accept responsibility for all damage to the College's computer and audio-visual equipment
- c) Any damage to devices provided by the College, either wilful or through neglect, may be subject to a \$150.00 'insurance excess' payment

- d) The College will provide reasonable security for all approved digital devices brought to the College. However, the College will not be responsible for any damage to digital devices brought to the College

5. Software and Applications

Information regarding the required software and applications for iPads and laptops will be available late Term 4 for the following year.

Please refer to our website for this information.