



St Joseph's
Primary School
Kangaroo Point

A decorative banner at the bottom of the page features a yellow and white background with a pattern of stylized human figures holding hands, similar to the school logo. The figures are in shades of green and yellow.

Technology Policy and Agreement

Purposeful Use of Technology in Education – Philosophical Statement and Vision

21st century living requires an educational environment which provides opportunities for students to develop digital citizenship and capability. St Joseph's, Kangaroo Point, combines a range of educational tools to build literate, engaged, creative, critical and productive students who can make positive contributions to society as digital citizens. St Joseph's is a school community that is always striving to serve the needs of students in authentic ways. One of the school's key Learning and Teaching principles is to utilise innovative pedagogical practices that effectively integrate technology. The key aim of integrating digital technology in our learning spaces is to ensure that all students have the opportunity to become competent, critical and creative users of a range of digital tools that assist them with lifelong learning and allow students to interact within local and global communities. To this end, digital technology and technological devices are tools which enable teachers to:

- Build opportunities to form attitudes about digital citizenship
- Build opportunities for communication and collaboration
- Build opportunities to gain information, diverse perspectives and resources beyond the classroom
- Build approaches to organisation
- Build opportunities for differentiation of learning, particularly students with specific needs
- Build engagement and love of learning

Technological devices will be used by teachers and students at the school to advance these purposes. Recognising that students are at different developmental stages, the educational emphasis and access to technological devices, will differ across age groups to reflect this.

- Prep, Year 1, Year 2 - access to iPads at a ratio of 1:1
- Year 3 and Year 4 - access to iPads with keyboards at a ratio of 1:1 for both school and home use [Year 3 home use from Semester 2]
- Years 5 and 6 – access to Mac Laptops at a ratio of 1:1 for both school and home use
- Library – access to iPads along with a bank of MacBook devices.
- Specialist – access to a class set of iPads

St Joseph's students will have opportunities to:

- Use online programs to assist and embed learning
- Produce assessment work using technology
- Collaborate with peers through ICT

Teachers will work with students to build their digital readiness by providing opportunities for digital citizenship and targeting foundational digital skills, including:

- Deconstructing digital dangers and making good digital decisions – the ethics of technology
- Word processing applications and keyboarding
- Microsoft Office applications
- Internet searching
- Multi-media presentations
- Programming and coding
- Designing websites
- The ethics of social media
- Researching
- Sharing creations on nominated e-learning sites
- Producing, creating and publishing texts
- Collaborating with fellow students

Traditional Literacies

While St Joseph's embraces the meaningful use of digital technology to support learning and engagement, we also understand the potential impact of overuse of digital technology on students' learning. Therefore, the school seeks to incrementally increase access to and emphasis on technology to prevent:

- Unhealthy and addictive attachments to technological devices which can limit face to face social interactions
- Unrestrained impulsivity which can distract students from their learning, including the use of technology in classes for purposes other than education
- The adoption of passive learning dispositions which involve a resistance to traditional literacies

The St Joseph's learning vision involves creating opportunities for students to graduate from the school as literate citizens. This requires continued emphasis on the cultivation of opportunities for conventional literacy including the following:

- Reading
- Handwriting
- Grammar and punctuation
- Spelling
- Editing

These literacies are particularly important in the foundational years of the school.

Technology & Learning: An Educational and Catholic Imperative

"As a Catholic Christian community, we educate all to live the Gospel of Jesus Christ as successful, creative and confident, active and informed learners empowered to shape and enrich our world."

(BCE Learning and Teaching Framework 2019)

The Australian Curriculum reflects the Alice Springs (Mparntwe) Education Declaration (2019) that young people are entitled to develop the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities. The Australian Curriculum describes specific knowledge, understanding and skills about technology and its use in ways that are interactive, multimodal and provide flexibility across contexts and audiences. Ways to use, share, develop and communicate with ICT are named within the content of individual Learning Areas of the curriculum and the use of ICT is integrated across all Learning Areas through the ICT General Capability.

Catholic Education is called to meet the challenges of learning in an ever-changing digital age. Expressed in the words of Pope Francis:

"The revolution taking place in communications media and in information technologies represents a great and thrilling challenge; may we respond to that challenge with fresh energy and imagination as we seek to share with others the beauty of God".

(Pope Francis 2014)

The 2018 Gonski Report, further spoke of the need for schools to adapt given the context of profound changes in technology.

"New revolutionary technologies, including automation and artificial intelligence, are reshaping our economy and society, changing the way students will live, work and interact... Schooling in Australia needs to be responsive to these shifts."

(The Gonski Report, 2018)

'Living and Learning' are not two separate endeavours that students engage with in isolation. Technologies and their uses are pervasive across all areas of our society and modern living. In response, we need to ensure that learning can take place in flexible, resource-rich environments where technology supports connected, real life and real time learning and teaching.

Expectations, Roles & Responsibilities for the St Joseph's Device Program

These guidelines detail the expectations St Joseph's Primary School has, relating to computer hardware provided to students under the technology scheme.

In Year 4 and Senior Primary and in the second Semester Year 3, the 1:1 program is a partnership between the school and home contexts and should be treated in this way. It is a reasonable expectation that all directions given by teachers at school regarding the use of 1:1 devices will be followed by students. Likewise, it is a reasonable expectation that all directions given by parents at home will be followed regarding the use of 1:1 devices. Students in Senior Primary are expected to take their laptop home each night. These devices must be charged at home each night in readiness for learning. Year 3 and 4 students will take their iPads home during the school term at the discretion of their teacher and this will be communicated with parents beforehand. Year 3 and 4 students must keep their iPads at school over the school holidays. iPads will be automatically 'locked out' at 8:00pm.

In Prep to Year 4, access to technology will include a bank of iPads at a ratio of 1:1. The expectations of the school is that these devices will predominantly remain at school under the direction of the classroom teacher. However, in special circumstances such as preparing for the possibility of Alternate Education Provision (AEP), and with the agreement of the parent/s, these iPads may be sent home in order to complete work.

The Role of the School

The school provides **leadership** (vision, planning and management) to ensure that the 1:1 Device Program in Senior Primary is driven by an educational imperative, focusing on successful **learning** outcomes and supporting the school's vision for learning. School leadership engages with teachers to create contemporary learning environments that allow all students to learn. This will include engaging teachers in continuous learning to enhance their **professional practice**. As with all aspects of learning, the school values **parent and community engagement** and the important role this plays in achieving successful outcomes. The school plans for and manages the **technical environment and functional aspects** including security, to ensure the program's success. School staff reserve the right to inspect all devices at any time, for evidence of inappropriate usage.

The Role of the Student

Students in Senior Primary understand that the primary purpose of the 1:1 Device Program is to support their learning. Students use technology in their learning to investigate, collaborate and communicate in a safe and responsible way that reflects good digital citizenship. It is expected that each device is brought to school every day with **full charge** and that important documents such as assignments are backed up on approved file hosting services such as OneDrive or Teams.

In Prep to Year 4, students also use digital technologies as tools to investigate, collaborate and communicate in a safe and responsible way that reflects age-appropriate digital citizenship. It is an expectation that students in these grades remain on task and that each device is respected appropriately and maintained. All devices and accessories should remain charged and in good working condition. Student responsibilities and actions in relation to the St Joseph's Device Program include:

- Being active participants in their learning and using their devices for educational purposes. This extends to the use of the school network, including the internet and all associated infrastructure. Students are not permitted to use their own personal Apple ID to download applications, music and movies (unless approved by a teacher and supervised by a parent), inclusive of the SMS facility.
- Complying with all elements of the school's acceptable use of computer and internet resources policy

and the school's behaviour policy to ensure the safe and responsible use of technology including:

- Applying personal safety practices by keeping personal information private and securing digital information;
- Reporting unsafe behaviours to the school;
- Using digital technology ethically e.g: not accessing or sending content to bully or defame others or that which is illegal, dangerous or offensive;
- Engaging in appropriate practices to recognise the intellectual property (including copyright) of themselves and others. This extends to only installing/storing appropriately licensed software (and material e.g. downloads) on the device.
- Maintaining devices so they are charged and ready for learning with no personal labels/stickers attached
- Ensure protective cases on devices are maintained and laptop bags are maintained and used when transporting MacBooks.
- Abiding by the schools ICT Acceptable Use Policy signed at enrolment. Failure to abide by this user agreement could result in disciplinary action.
- Abiding by the Student Device Agreement signed at the beginning of the year.

Failure of students to comply with the 'Use of Technology' expectations will result in age-appropriate consequences aligned to the St Joseph's Behaviour Support Policy that may include the following:

- Removal or banning of device for a period of time
- Time out for reflection
- Teacher conference with parents
- Disciplinary referral to the Office
- Reimbursement for damages to St Joseph's

The Role of the Parents/Caregivers

Parents/caregivers are the first educators of their children and have a vital role to play in their child's learning. Working in partnership with the school will help to ensure the success of the St Joseph's Device Program. Parents have an important role in the co-education of their child about issues related to the care of technology and its safe and responsible use. Parents/caregivers support the school by maintaining an active interest in their child's learning, monitoring appropriate use of technology outside the school environment; including understanding how technology is being used to support learning in the classroom and at home, as well as meeting financial obligations associated with the program. Parents and caregivers are expected to comply with the terms established in the Technology Policy. Part of this process will require them to sign the 'Student and Parent Acceptance of Guidelines' at the commencement of their child's schooling in Prep to Year 6 where 1:1 devices are utilised. Responsibilities and actions for parents in relation to the 1:1 Device Program include:

- Maintaining an active interest in your child's education by understanding how digital technology is being used to support learning
- Supporting the care and responsible use of digital technology by:
 - *Working alongside the school to educate your child about safe and responsible use of digital devices*
 - *Monitoring the use of the device outside of school including internet access*
 - *Ensuring that the student MacBook in Senior Primary has adequate case protection at all times*
 - *Replacing the protective covers (bags or iPad cases) for the device if they break at any time*
 - *Supporting and reinforcing the school's policies and acknowledging the school's right to inspect the device*

- Meeting financial obligations relating to levies and covering the cost of replacing any lost part or damages to the device caused by deliberate or neglectful actions
- In the case of Senior Primary, ensuring the return/transfer of the device, charger and bag at the end of the program or in the event of the student leaving the school prior to their graduation

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 by:

- Using Home Internet Filters
- Charging and using devices in common areas, not in bedrooms.
- Ensuring devices are only used for school learning tasks.
- Backing up to cloud storage e.g. OneDrive (recommended)
- Turning on Safe Search on Google

Helpful websites for research include:

- www.esafety.gov.au/parents - eSafety Commissioner
- <https://behaviour.education.qld.gov.au/resources-publications/Documents/cyberbullying-parents-caregivers-guide.pdf> - Cybersafety: Information for Parents and Carers
- <https://www.common sense media.org/parents-ultimate-guides> - Common sense media – Parents' Ultimate Guides.

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.

Students and Parents in Senior Primary may:

- Alter the desktop picture so long as the image displayed is deemed appropriate by school staff in a Catholic School
- Add/remove applications and install applications provided they have the appropriate license for the software and have been approved by school staff
- Download music and movies for academic purposes, provided copyright obligations are met, the content is deemed appropriate by school staff in a Catholic School and they are used appropriately.

These liberties listed above do not extend to students in Prep to Year 4.

Students and Parents MUST NOT:

- Alter any password settings on the device or software e.g: email accounts – these are synchronized with the school servers and the computer. Accounts will not work at school if passwords are altered away from the school network.
- Display, play or view any material placed on the computer at home that would be deemed inappropriate (by school/ system staff) in a Catholic School.

Parents should note that if a computer or iPad is lost or stolen, a police report will be required for insurance purposes. Students in Senior Primary will be issued with the following:

- 1) A MacBook Air with a school barcode and student name attached via label
- 2) A power pack charger to be kept at home unless otherwise directed by a teacher. The charger will also have a student name labelled on it
- 3) A protective Laptop bag specifically for the MacBook laptop device. When in transport, the laptop must always be placed into this bag. No other items are to be placed in the laptop section of the bag to avoid damage to the device.

Students in Senior Primary are ultimately responsible for their issued device and will be subject to the system wide appropriate use of ICLT policy. The 1:1 Program in Senior Primary is a partnership between the school and home contexts and should be treated this way. Students in our younger years are also responsible for the treatment of devices within the context of their classrooms. As such, they are also expected to comply with the system wide ICLT policy. As such, all students and parents from Prep will be expected to sign the 'Acceptable Use of Computer and Internet Resources Consent Form' at the beginning of each school year. One parent or guardian of all students will also sign '1:1 Device Program Consent Form.' These forms can be accessed on the final pages of this Policy.

Use of School Wireless Network & Internet Access

- The use of the School Wireless Network and all associated infrastructure is available for educational use of student devices
- The internet is only to be accessed through the School Wireless Network while at school
- Students may access cloud based contemporary resources only under the supervision and guidance of St Joseph's staff. These resources may or may not use offshore data storage.
- In the event of cloud-based services using off-shore data storage, their compliance with the Brisbane Catholic Education Due Diligence Checklist has been reviewed and parent consent has been obtained for Third-Party Applications.

School Owned Device Program in Senior Primary

Parents & Students will provide and be responsible for:

- The device is leased by the student and should only be used by that student
- The device must not be engraved in any way, as this would void the Apple warranty
- Devices must remain in the cases/bags provided by the school. In the event that these bags are broken, parents will be responsible for the replacement of the case. No other items should be carried in these bags.
- Some updates may be required to be performed at home due to time restrictions at school

St Joseph's School will provide and be responsible for:

- Staff will have full administrator rights to the device and will be responsible for initial setup, ongoing updates (operating system, software), management of software, including restoring if required.
- Students will be trained to be competent users and maintainers of their device
- School will install required software
- In the event of a software malfunction the school will contact Apple or the supplier for assistance
- The School is responsible for the repair and restoring of the device, should this ever be required
- Random spot checks of devices will occur to ensure appropriate use.

Appendix A

Parent/Guardian St Joseph's Technological Device Agreed Consent Forms

Agreed Parents/Caregivers consent covers:

- **Parent Device Hire Agreement & Consent Form for St Joseph's School (p. 10)**
- **BCE's Acceptable Use of Devices and Digital Resources Statement (p.11-12)**
- **BCE's Acceptable Use of Devices and Digital Resources Consent Form (p.13)**

Permission for your child to participate in the full terms and conditions of St Joseph's Technology Policy and Agreement for device and educational app usage is consented and agreed to via Parent/Caregiver and student signed slips provided in Parent Slips. The form is to be signed prior to your child receiving access to their device. These forms are signed annually.

Parent Device Hire Agreement & Consent Form for St Joseph's School

The following is the hire and consent agreement for the use of a Mac Book/iPad as your child's personal 1:1 device throughout Prep to Year 6 at St Joseph's Primary School. Under this agreement, parents agree to pay inclusive of the Technology Levy **Prep to Year 2 \$250, Year 3 \$300, Year 4 \$370 and Year 5 and 6 \$495** per year. This fee will be included in the school's fee structures, commencing from January 2023 and charged on the Term 1 Fee Statement.

- Hire payments must be made through the school fees and will be listed as **ICT HIRE**.
- Payments must be up to date for the continued use of the device by your child.
- iPads are to remain at school during holiday periods.
- iPads and Laptops must not be taken on family vacations and remain at school when travelling during the school term.
- Students have use of the iPad and the supporting applications while they are enrolled at St Joseph's. The ownership of the iPads and Mac Book Air Laptops remains the property of St Joseph's Primary School Kangaroo Point.
- Protective bags will be issued with each Mac Book Air. At all times the bags must be used to protect the laptop to and from school and when travelling between classrooms.
- No other items should be in these bags.
- It is expected that the guidelines for care and use of the iPad as set out in the St Joseph's Primary Technology Policy be followed at all times.

Parental/Caregiver consent confirms that I confirm that I/we have read and understood the school's

- **St Joseph's Technology Policy**
- **Parent Device Hire Agreement & Consent Form for St Joseph's School**
- **BCE's Acceptable Use of Devices and Digital Resources Statement**
- **BCE's Acceptable Use of Devices and Digital Resources Consent Form**
- **St Joseph's Student Device Agreement Form (hardcopy sent home with students)**

BCE's Acceptable Use of Devices and Digital Resources Statement

Devices and digital resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

St Joseph's Primary School have established significant digital resources to support these activities. This includes technology provided on school grounds and school owned technology that may be taken off the school grounds with permission from the school. St Joseph's Primary School has specific guidelines relating to the use of technology as seen in the St Joseph's Technology Policy.

This document has been developed to inform users of their rights and responsibilities when using devices and digital resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all St Joseph's Primary School technology resources whether they are accessed through devices owned by the school or through privately owned devices.

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this document.

Responsibilities of Users

Students must comply with the rules for accessing technology resources in this document

1. 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 St Joseph's Primary School website
2. Students and Caregivers are required to maintain and update their computers in such a way that they remain compatible with St Joseph's Primary School IT systems. This includes regular updates of operating systems and other software, as well as ensuring computers have appropriate Wi-Fi and connectivity capabilities.

Permitted Use of Technology Resources

1. **Students must only access** St Joseph's Primary School technology resources for schoolwork.

Students must not:

- i. buy or sell items or services over the internet.
- ii. access or enter online communication outside of school authorized platforms.
- iii. access, post or send inappropriate digital content. This includes but is not limited to; content that is illegal, dangerous, obscene, offensive or could be considered bullying or harassment.
- iv. amend documents created by another student without the author's consent.
- v. download, install or use unauthorised computer applications.
- vi. deliberately install computer viruses or other malware.
- vii. gain unauthorised access to any system or information by any means.
- viii. use technology to attack or compromise another system or network;
- ix. access or intercept emails sent to other persons
- x. clear recent browsing history
- xi. clear recently deleted items

Confidentiality and Cyber-Safety

2. Students should be aware that material that they post online (including social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community. Once information is on the Internet it may not be possible to remove it. Students must be aware of their digital footprint and the lasting impact that it can have to their lives and that of others.
3. For the safety of students, personal information about themselves or others should not be published publicly. For example, students should not post their own or anyone else's address, telephone number or other personal details online. Students should not distribute someone else's personal information without informed consent from the individual or their guardian.
4. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met online.
5. St Joseph's Primary School may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses or technology resources is required.
6. Students should be aware that 'Cloud' based tools and services are used for data storage and learning opportunities. Some of these services may store data on servers located outside Australia.

Cyber-bullying and Defamation

7. Students are prohibited from using digital or online tools to communicate or publish derogatory, impolite, or unkind remarks about others, or to send threatening, harassing, or offensive messages. Improper use of digital platforms and resources may result in defamation and be referred to legal authorities.

Security

8. Students must regularly check for and complete updates on their devices to ensure they remain secure.
9. Students must use a secure password or passphrase and keep their username and password information private. The password should be changed regularly in line with the Australian Curriculum and should be difficult for other people to guess. Students should take steps to ensure their device is inaccessible to others when unattended, e.g. lock screen.
10. Students must not use another person's name and password to access resources.
11. Students must report a suspected breach of security to the school.
12. Students must allow virus checks on all attachments received by email before opening. They must ask for assistance if they are unsure as to how to perform a virus check.
13. Students must have their personal computers 'named' with the first and last name of the student.
14. Students must have their personal login 'named' with the first and last name of the student.
15. Students must not void, remove or attempt to bypass any of the St Joseph's Primary Schools security or administrative systems and protocols e.g: by using proxy servers or personal hotspots
16. Students are not allowed to access the internet via personal wireless or cellular networks during class time

Submission and Back-Up of St Joseph's Primary School Work

17. Students must maintain an unalterable, date stamped copy of all work submitted for assessment
18. Students must maintain a backup of all 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 St Joseph's Primary School (OneDrive). Loss of work due to students failing to back up is not an excuse for non-submission of work.

Copyright

19. The use of material from the internet may be a breach of copyright or other intellectual property rights. Students must not use St Joseph's Primary School technology resources to copy, download, store or transmit any such material that may include pictures, photos, music files, movies, videos or any other form of media.
20. Students must submit work that is of their own original creation, unless citing or referencing original source work. If it is discovered that there is a submission of work generated by AI websites as a student's own work, it will not be accepted.

Consequences following a breach of this Acceptable Use Statement

1. A breach of this policy will be taken seriously and may result in disciplinary action.
2. Any known breaches of these Acceptable Use conditions must be reported by St Joseph's Primary School to Brisbane Catholic Education's Legal Counsel and/or Head of IT.
3. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for a breach of School Behaviour Policy
4. Students and parents / guardians may be financially liable for damage caused to St Joseph's Primary School resources.
5. Cases of serious, deliberate, and / or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Damage

Any damage to a device needs to be reported immediately to Mrs Goodwin, our Information Specialist:Technology Enrichment Teacher. Replacements or repairs will be carried out by the school approved providers and, where liable, parents will be invoiced. For emergency repairs, parents may seek the services of GeekWorks at Coorparoo. Replacements to parts must be Apple products only. Any willful damage to devices provided by St Joseph's Primary School, may be subject to a cost determined at the time in order for the device to be repaired.

BCE's Acceptable Use of Devices and Digital Resources Consent Form

This Acceptable Use of Devices and Digital Resources Consent Form must be signed and returned prior to students being granted access to the Internet and school devices/resources.

Parents/Legal Guardians are encouraged to review and discuss the contents of the *Acceptable Use of Devices and Digital Resources Statement* with the student and answer any questions that they may have. Any queries in relation to this material should be directed to pkangaroopt@bne.catholic.edu.au

By signing the Consent Forms, both Parents/Guardians and students are agreeing to the terms of access as set out in *BCE's Acceptable Use of Devices and Digital Resources Statement* and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Parent/Guardian Consent

As the parent or legal guardian of the student named above, I grant permission for them to access the various information and communication technology resources, including email and the internet. I understand it is my responsibility to supervise any student device use and internet access other than at school.

I understand that access is granted to students subject to the restrictions contained in BCE's *Acceptable Use of Devices and Digital Resources Statement* and that if breached, consequences may follow.

I acknowledge that some material available on the internet may be objectionable and that in addition to BCE's *Acceptable Use of Devices and Digital Resources Statement*, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.

I understand that Brisbane Catholic Education (BCE) and/or the school may remotely access school-owned student devices for management purposes. Devices are managed by BCE's supported Mobile Device Management Software.

I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.

Whilst, BCE takes all reasonable steps, in some cases, there may be an unauthorized disclosure of student personal information by third parties (for example, in case of a data breach of information held by the third party) which the school and/or BCE cannot control.

(Further information is outlined in Brisbane Catholic Education's (BCE) Privacy Statement, which sets out how each school and the BCE Office (BCEO) manages personal information provided to or collected by it. Refer to - <https://www.bne.catholic.edu.au/aboutus/legals/Pages/Privacy.aspx>)

Parent name: _____

Parent Signature: _____

Date: _____

Appendix B

St Joseph's in School Management of Devices

In School Management of Devices Budget for the Purpose of iPad Apps

In 2025, each class will be given an overall budget for the purchase of additional Apps for class iPads throughout the year.

This will be monitored by the Information Specialist: Technology Enrichment Teacher and Primary Learning Leader. Should classroom teachers require more than this amount, it will be deducted from their overall class budgets.

The Role of the Information Specialist: Technology Enrichment Teacher

- Will be involved in the pushing out of Apps once they have been approved.
- Play a critical role in developing positive digital citizens within the school.
- Students will sign the Device Contract under the supervision and direction of the Information Specialist: Technology Enrichment or classroom teacher at the beginning of each school year.
- Along with the Classroom Teacher, will also be responsible for reporting any misuse of devices to parents in the first instance.
- Able to carry out 'spot checks' on devices

It is the classroom teacher's role to ensure the following:

- All Apps purchased are used to effect
- Request for Apps to be clearly communicated and approved by Principal/PLL at the end of each term in preparation for the new term, where possible
- All App requests to be logged on the school portal
- Complete due diligence checklists (see Spire) to ensure that all parents have completed the consent forms, in the accompanying appendix, privacy and storage when using specific apps
- Able to carry out 'spot checks' on devices

The Role of the Primary Learning Leader

The Principal and Primary Learning Leader will be responsible for the financial approval of all purchased Apps and able to carry out 'spot checks' on devices

Appendix D

School Staff

School site licenses

Infringement of device parent letter

Applications parent permission letter

School Site Licenses

St Joseph's School accesses the following site licenses:

SeeSaw – Prep to Year 3
Maths Online – Years 1 to 6
Reading Eggs – Year 1 to 3
REDeLearn – Whole School
Maths Trek – Year 1 and 2
Learning Through Doing – Year 3 to Year 6
Storybox Library – Whole School Community



St Joseph's Primary School

Kangaroo Point

26 - 36 Leopard Street, Kangaroo Post Qld 4169
(Access to School via Anglesey Street)

PO Box 1856, New Farm Qld 4005

Phone: 07 3391 5397

Email: pkangaroot@bne.catholic.edu.au

www.stjosephskpt.qld.edu.au/