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# **EMMAUS**

## **1:1 Program**

### **Outlines & Expectations**

#### **YEAR 5 and 6 STUDENTS**

# Outline & Expectations

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## 1. Appropriate Use of Resources

Information Communication Technology (ICT) is a wonderful tool for learning. The use of the ICT however, is a privilege, not a right and inappropriate use could result in the loss of this privilege. The Agreement applies to all devices that access the Internet and/or store information electronically.

## 2. Damage

Vandalism or damage to ICT, either deliberate or through neglect will result in cancellation of all privileges and the possibility of replacing damaged items. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Primary School ICT hardware and software and computing rooms. This includes the transmission of computer viruses, theft of hardware and software.

## 3. Accessing Inappropriate Material

Students will not use the ICT to access material that is inappropriate, profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination towards other people. If a student mistakenly accesses inappropriate material, she/he should immediately inform the supervising teacher. This will protect the student against a claim that such access was intentional.

## 4. Chat Rooms / News Groups / Messaging

Students are not permitted to use instant messaging or social networking on school equipment.

## 5. Good Cyber Citizenship

Positive online behaviour is the ability to develop positive, appropriate and constructive online relationships with peers and family in a variety of mediums.

Students are expected to abide by the generally accepted rules of network etiquette when using Emails or other messaging systems. These include:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, or use any inappropriate language.
- Not revealing your personal address or phone number, or the address or phone number of the Primary School or members of the Primary School community.
- Not using the network a way that causes disruption or harm to other users.
- Not using Primary School resources to spam or mass mail others.
- Not injuring the reputation of the school or those within the school community.
- Not using the Internet to harass or bully others.
- Not using the Internet to impersonate someone.
- Not use or knowingly access inappropriate digital images, audio and video.

## 6. Occupational Health & Safety

Emmaus Catholic Primary School encourages all users to read Tips for Laptop Users OH&S Policy. Additionally, all users should consider the following;

- When using the laptop, place it on a table never on the floor.
- Never place the laptop on your lap, as the transmission from the laptop may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys. Take a break every 30 minutes of use.

## 7. Storage of Work

Students are responsible for the careful storage and backing up of their own work. The Primary School accepts no responsibility for files lost or altered due to problems with our infrastructure or hardware. Hard drives (MacBook) or cloud storage (Google Drive) may be treated like school lockers in that Staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on their MacBook are private.

## 8. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students.

Students have no expectation of privacy in their use of school computers, including email and stored files.

## 9. Cyberbullying and Defamation

The Police Force defines cyberbullying as:

*“The use of e-mail, instant messaging, chat rooms, pagers, cell phones or other forms of information technology to deliberately harass, threaten, or intimidate someone.”*

Australian defamation law dictates that a person is guilty of defamation when:

*“A person who 'publishes' and assertion of fact or a comment that: Injures - or, importantly, is 'likely' to injure -the personal, professional, trade or business reputation of an individual or a company: Exposes them to ridicule; or cause people to avoid them.”*

Emmaus Catholic Primary School recognises that the majority of cyberbullying cases occur outside of its controlled network. However, to ensure that students and parents are aware of cyberbullying and the correct actions to take, this policy includes protection for its own name, crest, students and teacher.

If a case of cyberbullying affects a student outside of the school's boundaries, the following course of action should be taken:

- The student immediately informs his/her parents/carers;
- The student immediately informs the school;
- The abuse is reported to the website owner or webmaster;
- If the concern is considered very serious then the police should be informed immediately.

A case of cyberbullying/defamation against Emmaus Catholic Primary School staff member or the Primary School occurs if:

- A video or image of a Emmaus Catholic Primary School staff member is placed on a public website without the permission of the staff member;
- Information about a staff member including their name is placed on a public website without the permission of the staff member;
- The **Emmaus Catholic Primary School** name or crest is published on a public website without the written permission of the Principal.

Emmaus Catholic Primary School will not tolerate students using ICT to bully or harass others. Students found engaging in such activities will be dealt with in the strongest possible terms.

Annual cybersafety sessions are conducted for students, staff and parents.

## 10. Downloading Etiquette

Students will not download large files unless it is absolutely necessary, Check with your teacher before proceeding. Each year level will have a specified amount that students in that year level can download.

## 11. Copyright

Students must not copy data found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. In completing assignments, references to such sources should be provided in the bibliography.

- Students will respect the rights of copyright holders. Infringing copyright is illegal. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Copyright includes but is not limited to:
  - Copying software owned by the Primary School or by using Primary School resources;
  - Downloading software without direct approval of a staff member;
  - Copying images, clipart or art works;
  - Using Primary School ICT resources to obtain program cracks;
  - Installing software on MacBooks;
  - Downloading or copying music from the Internet or CD.

## 12. Protection of Identity

Students should make every effort to protect their identity and the identity of the school through email and the Internet. That information includes name, age, address, phone number, photographs or parents' names. Identity theft is a growing problem and it is better to safe guard your information. Note: Student IDs should be represented with an avatar.

## 13. Personal Devices

- Personal devices are not to be brought to school unless written a member of Emmaus Catholic Primary School staff has given permission. Any personal devices brought to school are not the responsibility of Emmaus Catholic Primary School.
- Videos/images of Emmaus Catholic Primary School name/crest/staff and students are not to be stored on personal electronic devices.

## 14. Passwords

Students have been given a password and it is your responsibility to keep it secret. If anyone finds out your password, it is your responsibility to change this immediately. At no stage what so ever are you to use another individual's login and password.

## 15. Email

The use of email during class is prohibited unless authorized by your class teacher. Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail. Students are prohibited from accessing anyone else's e-mail account. E-mail rules should be observed. In general, only messages that one would communicate to the recipient in person should be written. Only approved mail programs may be used for student mail. School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of the ICT Coordinator or teacher. Only school-related attachments may be sent on the school e-mail system.

## 16. Audio and Video

Audio on computers should be turned off unless required for the activity being conducted. Listening to music either aloud or with earphones is not permitted in class unless required for the activity being conducted or class teacher gives permission. When sound is needed, headphones provided by the student must be used. The use of laptops to watch movies and DVD videos, unless assigned by a teacher is not permitted during the school day. Any audio or video recording may be done only with the prior permission of all parties being recorded. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences. This includes music on USB devices.

## 17. Games

Downloading, viewing and/or playing of electronic games is not permitted except as part of an assigned, in-class activity, this includes games on USB devices. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program. No games that are "played" over the school network

are allowed. Games that include violence, adult content, inappropriate language, and weapons are not to be installed or “played” on school computers, including the laptops. Screensavers that include gaming components are not allowed.

## **18. MacBooks**

Emmaus Catholic Primary School provided MacBooks must be in a student’s possession or secured in a locked classroom in the MacBook Recharge Trolley at all times. They must not be lent to other students. MacBook’s must be carried and transported appropriately on school grounds in their approved cases at all times. No food or drinks should be in the vicinity of the MacBook’s. MacBook’s should be handled with respect and care. MacBook’s are not to be written on, to have stickers applied to them, or to be defaced in any way. Don’t remove, move or write on the identification sticker on your MacBook. Don’t remove, move or write on the Bag ID tag attached to your MacBook bag.

## **19. Network Access**

Students must not make any attempt to access network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Students may not use the school network for personal or private business reasons. Students are not to knowingly degrade or disrupt online services. This includes tampering with computer hardware or software, vandalizing data, installing computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws. Emmaus Catholic Primary School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

## **20. File Sharing**

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing. File sharing of any kind is prohibited both at school and at home. The only exception to this is when it is a specific assignment given by the ICT coordinator. The only exception for file sharing is the use of GAFE and AirDrop for educational purposes only.

## **21. Downloading and Loading of Software**

All installed software must be a legally licensed copy. The downloading of music files, video files, games, etc. through the school’s network is absolutely prohibited unless it is part of an assigned, in-class activity. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the laptop program. Copyrighted movies may not be “ripped” from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.

## 22. Screensavers and Desktops

School rules and the Emmaus Catholic Primary School emblem are to be used only. Inappropriate or copyrighted media may not be used as a screensaver. MacBook provided desktops and family photos or created images are encouraged. Presence of weapons, inappropriate images, inappropriate language, alcohol, drug, gang related symbols or pictures, will result in disciplinary actions.

## 23. Internet Use

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.

Students must not access, display, or store this type of material. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or ICT Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## 24. Consequences

The school reserves the right to enforce appropriate consequences for the violation of any section of the ICT Policy. Such consequences could include the loss of privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.

These consequences apply to students participating in the laptop program at Emmaus Catholic Primary School as well as to students who are using the school's laptops and computers at school.

Computers with illegal or inappropriate software or materials on them will be reformatted or "reimaged." This may be increased for repeat violations. In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop.

Students are to report any known violations of this ICT Policy to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.

Emmaus Catholic Primary School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network.

If you are unsure about the application of any of the above rules, check with your ICT teacher first.

## 24. Specific to MacBook

- I will adhere to the terms of the Outline and Expectations Policy,
- I will recharge the MacBook each night and bring it to school each day.
- I will not scratch, write on or stick anything on the MacBook.
- I will keep the MacBook in its protective case when not being used.
- I will obey to the guidelines each time the Internet is used while at school or at home.
- I will make the MacBook available for inspection by an adult upon request,
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will use my legal name in all educational activities.
- I will not give out personal information.
- I will not change or attempt to change the configuration of the software.
- I will report all problems and damage immediately to a teacher
- I will not download any programs from the Internet or other sources.
- I will not attempt to remove any program or files on the MacBook except for personal documents.
- I will not attempt to repair, alter or make additions to the MacBook.
- I will be a good online citizen (no harassing or bullying),
- I will not allow any person other than myself to use the MacBook, which has been loaned to me.
- I will not bring external USB/flashdrive from home.
- I will not download videos/songs/games from home
- Should I leave the Primary School for any reason, I will return the MacBook to the Primary School in good working order.



## 26. Parent / Student Agreement

Emmaus Catholic Primary School Primary School makes no warranties of any kind, whether expressed or implied for the service it is providing.

The Primary School does not have control of the information on the Internet. Certain sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. The Internet user is responsible for NOT pursuing material that could be considered offensive.

The Primary School specifically denies any responsibility for the accuracy or quality of information obtained through its service and assumes no responsibility for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions or alterations, even if these disruptions arise from circumstances under the control of the Primary School.

It is also understood that the Primary School checks student activity, on a random basis, both on the Internet through 'monitoring systems' and whilst students are on the computer. As an added safety feature, any emails that are sent which contain profane language are blocked and are sent to the Primary School Administration email address and are dealt with according to the terms of this policy. These monitoring devices have been put in place to ensure your son/daughters safety whilst using the ICT facilities available at **Emmaus Catholic Primary School**.

Before using the Emmaus Catholic Primary School Internet and Computer network facility, both the student and a parent/carer must sign below indicating that you and your child are aware of and agree to abide by the above requirements.

You also understand that from time to time the Primary School can make amendments to the policy. Any amendments will be communicated through the Primary School Newsletter.

## PLEASE SIGN AND RETURN TO EMMAUS

I have read and understand the **Emmaus Catholic Primary School** Outlines and Expectations Policy. I agree to act within the parameters of this agreement at all times. I understand that this specifies that the MacBook loaned to me is a privilege not a right.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the **Emmaus Catholic Primary School** Outlines and Expectations Policy and will work with my Son / Daughter to ensure it is upheld. I understand that this specifies that the MacBook loaned to my child is a privilege not a right.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# **EMMAUS**

**1:1 Program**

**User Agreement**

**YEAR 5 and 6  
STUDENTS**

# Emmaus Catholic Primary School's 1:1 Program

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## 1. Parties to the Agreement

This agreement is between

\_\_\_\_\_ (Student) and \_\_\_\_\_ (Parent / Guardian);  
and Emmaus Catholic Primary School.

## 2. Purpose of Agreement

This agreement outlines the responsibilities of students and parents / guardians in relation to the 1:1 Program.

Emmaus Catholic Primary School has entered into commercial arrangements with suppliers, financiers and parents in order to facilitate the 1:1 MacBook Program.

## 3. Participation

All students from Grades 5 and 6 will participate in the 1:1 Program.

## 4. Exclusive Use

The student will be provided with a MacBook for the time they are in Grade 5 and 6. The MacBook is only to be used by the student named in this agreement. The student must use the MacBook for school related activities and follow the Emmaus Catholic Primary School's ICT policies at all times.

## 5. Responsibilities with respect to the 1:1 Program

### ***5.1 The Responsibility of the School***

Include

- Striving to enhance learning through the use of ICT in the Primary School
- Responding to enquiries from parents or students in regard to the Primary School's 1-1 Programme
- Maintaining a copy of the relevant policies and signed agreements on file

### ***5.1 The Responsibility of the Parents/Guardians***

Include

- Being aware of and familiar with the provisions of the Primary Schools 1-1 Programme documents;
- Supporting the Primary School's 1-1 Programme by ensuring that their children abide by all conditions/responsibilities; and
- Compliance with the ICT policies and procedures as set out in the ICT Outlines and Expectations document and 1-1 Programme.

## **5.2 The Responsibility of the Students**

Include

- Being aware of and familiar with the provisions of the Primary School's 1-1 Programme documents; and
- Support the Primary School's 1-1 Programme by abiding by all conditions/responsibilities and compliance with the ICT policies and procedures as set out in the ICT Manual and 1-1 Programme
- Taking particular care for the safety and security of the MacBook at all times
- Bringing the MacBook to school every day fully charged and ready for work, if the classroom teacher has allowed the MacBook to be taken home.
- Regularly backing up their data

## **6. Breaches of the Acceptable User Agreement**

Following the guidelines will help ensure a positive, supportive and productive learning environment for all students. Misuse of any ICT resources (e.g. MacBook, Internet Access, E-mail) may result in temporary or permanent removal of some or all ICT privileges following;

- A discussion with the student;
- Informing parents/legal guardian;
- Loss or suspension of student access to school ICT network, resources or facilities;
- Taking disciplinary action;
- Recovery of any incurred costs;
- Legal action, civil or criminal, as deemed necessary;
- Remove a laptop and any other equipment from student's possession and cancel this agreement.
- Cancel this agreement.

## **7. Equipment**

### ***7.1 The following items are included in the Acceptable User Agreement***

- One Apple 13inch MacBook Air
- One MacBook 13inch snap on protective casing
- One Power Pack
- One STM Armour MacBook Bag
- Operating System as per specifications; and
- Software as outlined below in Section 9

### ***7.2 The following items are not included in the Acceptable User Agreement***

- Internet access at home
- Software required for personal use; and
- Excess internet and printing costs onsite

## 8. Software

Additional software is not to be installed on the MacBook without permission of the school. This includes running software such as games from USBs (this does not include installing home printer drivers or setting the MacBook up for access to home Internet).

Software
MacOSX10.13 (operating system) High Sierra
iWorks 09 - Pages, Numbers and Keynote
iLife 09 – iphoto, imovie, garageband, iweb, idvd, itunes
Google Earth, Google Sketch up, Stykz, Scratch, Tux Paint
Safari, FireFox . Google Chrome

NOTE:

System preferences are not to be changed without permission of the school.

## 9. Financial Arrangements

### 9.1 Ownership and Responsibility

Emmaus Catholic Primary School will purchase the Equipment and the families will bear the responsibility for the care, maintenance and correct usage of the machine .

### 9.2 Insurance

This comprehensive insurance policy has been designed to make insuring your new mobile technology convenient and easy.

#### What is covered?

- ✓ Policy is underwritten by CCI Insurance and covers;
  - Accidental damage and fire
  - Theft - from the school or any organized school event - from a secure premises – from a locked vehicle – in transit as long as it is being attended by the user

**EXCESS-** \$180 per claim (payable by student/parent prior to repairs being carried out).

In all cases of damage, the parent / guardian and student is required to submit a written report of the cause of the damage. The school, and in some cases the insurance company, may further investigate each claim to determine the cause of the problem.

## 10. Servicing

All servicing is to be carried out by Emmaus Catholic Primary School or its agents. The school will endeavour to have the MacBook returned to the student as soon as possible.

## 11. Notifications

If stolen, a police report is required as soon as possible. If lost or damaged at school, the student must report it to the Emmaus Catholic Primary School Office immediately on the same day.

## 12. Costs

For 2018, an IT Levy of **\$250** is payable for each student attending Emmaus Catholic Primary school.

The IT Levy will be sent out as part of the School Fees statement at the start of the year.

**Note: The following items are not included in the IT Levy.**

- Insurance excess.
- Willful damage repairs.

## 13. Return of MacBook

The MacBook and all its accessories (charger base, extension cord, adapter) must be returned in good condition and working order prior to the student leaving the school or when Emmaus Catholic Primary School otherwise requests.

The school will require the MacBook to be provided to the ICT support centre at least annually for monitoring and service. The MacBook may be requested at other times for inspection and for routine or unforeseen maintenance needs.

# PLEASE SIGN AND RETURN TO EMMAUS

## 14. Acknowledgement and Acceptance

### 14.1 Date of Execution

The date of execution of this agreement is the date of signing below.

### 14.2 Parent/Guardian's Acknowledgment and Acceptance

I acknowledge and agree:

- To the provisions of this agreement, the Emmaus Catholic Primary School ICT Policy;
- That I have read the responsibilities outlined in this agreement and ICT Policy;
- To accept my responsibilities in using the school's network, resources and facilities;
- That, in the event of loss or damage, I will be liable to pay the insurance excess amount;
- That, in the event of willful damage, I will be liable for the cost of the repairs of the laptop and any other equipment;
- To pay the financial cost of the 1:1 Program in accordance with the payment terms;
- That, should I breach this agreement, consequences may apply;
- To attend a compulsory "Cyber Safety" session held at one of the Federation Primary Schools (Sacred Heart, Emmaus, Cana). I understand that failure to attend a "Cyber Safety" session will result in restrictions associated with the use of the MacBook.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 14.3 Student's Acknowledgment and Acceptance





I acknowledge and agree:

- To the provisions of this agreement, the Emmaus Catholic Primary School ICT Policy;
- That I have read the responsibilities outlined in this agreement and ICT Policy;
- To accept my responsibilities in using the school's network, resources and facilities;
- That, in the event of loss or damage, I will be liable to pay the insurance excess amount.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



<b>Macbook</b>	<b>Carry Bag</b>	<b>Power Pack</b>	<b>Small Adapter</b>
			

I have received the above named items -

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**14.4 Emmaus Catholic Primary School's Acknowledgment and Acceptance**

Signed on behalf of Emmaus Catholic Primary School

Name & Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_