



Digital Learning Agreement

Star of the Sea School

Year R – 2

At Star of the Sea School, we support each other so that our school is a safe and inclusive place to learn and grow. This includes when we use our iPads and when we are using the internet.

This is a list of responsibilities and expected behaviours to support each other to be safe when we use technology. We hope to help you become responsible digital citizens who use technology with intention and mindfulness in a just and moral way in line with our Catholic traditions.

At School we learn about keeping ourselves safe and learn skills to use technology safely. We use iPads for learning and our school has software and people who help to keep us safe online so that you may develop knowledge and skills to use technology confidentially and purposefully in safe and responsible ways.

If you or your family have any questions about how our school uses technology, please talk to our principals, Annette Diassinias and Kelly Manera.

This Agreement covers

- All technology hardware (iPad and MacBook), the Internet, software and apps
- All learners in Reception to Year 2 and their families
- Behaviour during and outside of school hours, on site and remote learning

For Learners

We need your help to keep yourself and your friends safe, this includes when we are working on our iPads and using the Internet.

Please read these expectations.

When I use digital technologies like iPads and Internet, I will communicate respectfully, act safely, protect my digital footprint and respect property by:

- only using technology to support my learning and with my teacher or parent's permission;
- only accessing the internet with permission and supervision;
- asking an adult if I'm unsure about anything I see or need help with on my iPad;
- always being a responsible digital citizen and not accessing anything mean, scary or inappropriate;
- being careful when I carry an iPad, and use it in a safe shared space at home or school;
- not downloading or accessing sites, apps or files that I don't own or have permission to use. For example, games or music files;
- not deleting browser history, if I do this, an adult may assume that I wasn't behaving in a safe & moral way;
- always checking that what I write, read, post and access is respectful and making sure that I don't write, send or forward any unkind or bullying messages, sounds, videos or images;
- creating and presenting my own work and if I use someone else's work, I will let people know by sharing the original link or creator's name;
- speaking to a trusted adult if I see something online that makes me feel upset, someone is unkind to me or I know someone else is upset or scared by something that has happened online;
- being aware that my birthday, name, photo of me or friends in a uniform, home or school addresses and phone numbers are all special to me and are not to be shared online;
- protecting passwords and not sharing them unless it is a teacher, or parent;
- not leaving my device logged in when I am not using it.

I understand that all the technology at school belongs to my school. If I don't follow these rules my parents will be told and in serious cases, I may lose the right to use school technologies including the Internet and iPads. I know that online safety is important, and bullying won't be tolerated. My parents will be asked to pay if I damage my iPad.

REMINDER: PLEASE CONFIRM YOU HAVE READ THIS AGREEMENT VIA THE SCHOOL QKR APP



Digital Learning Agreement

Star of the Sea School

R – 6 Parents

Please ensure that you've read through these expectations about the use of school owned digital technologies, including; iPad, MacBook, apps and internet access carefully.

By acknowledging your agreement via the QKR app you agree to comply, which includes payment, should damage or loss occur to your child's device that is deemed to be beyond expected normal wear and tear.

I understand

- a. Manufacturer's warranty covers manufacturing defects. It does not cover loss, accidental damage, liquid damage, negligence, abuse, unauthorised software installs or malicious damage.
- b. Loss or damage to a device or charger must be immediately reported to the class teacher and IT staff. ithelpdesk@star.catholic.edu.au is the email address to communicate with IT support.
- c. School devices are not taken home regularly by learners in Year Reception to Year 4.
- d. During extraordinary circumstances such as a pandemic where learning needs to occur remotely, R-4 learners may take a device home to enable their learning to continue. This will be communicated by class teachers.
- e. If damage to a device is deemed beyond normal wear and tear, which includes, but not limited to liquid damage, cracked screen, dents to edges and lid, missing or damaged keys, families will be required to contribute to the repair/replacement costs.
- f. All repairs and/or replacements will be carried out by an authorised Apple repairer of the school's choice.
- g. Where a device has been lost and/or damaged as a result of negligence, abuse, accidental damage or unauthorised software installations, malicious damage, the following payment expectations are in place
 - I. **First incident the family and school will share (50/50) equally the repair costs up to \$500** and payment will be facilitated via the QKR app. Devices will not be returned to students prior to receiving required payment.
 - II. **Additional and subsequent damage by the same user will require the family to pay 100% of costs associated with repair or replacement** with payment via QRK app.
 - III. If a charger/power adapter is lost or damaged, besides manufacturer faults, the user will be required to pay \$140 for a replacement power adapter. This includes at the time of leaving the school, if the device is not returned with the charger.
 - IV. Star of the Sea will manage all repairs and replacements.
 - V. Devices will be returned to the user on successful receipt of any payments required.
 - VI. Short term loan devices aren't always available or provided. This is at the school's discretion and based on availability and expected time required for repairs or replacement to be completed.
 - VII. Any connections of a school device to home internet access or peripheral devices such as printers are at the families own risk. We do not recommend connecting to public WIFI networks, e.g. cafes and public spaces.
 - VIII. We recommend discussing online safety, support safe behaviours at home and school when using digital technologies. We recommend devices are used in shared family spaces only. For further guidance please access <https://www.esafety.gov.au/parents>.
 - IX. Any existing damage to a device is documented and signed off by a member of the IT team prior to assigning it to a user.
 - X. We aim, in most cases, to enable users to have the same device for the duration of its life span. In R – 3 this is an iPad and 4-6 this is a MacBook Air. This means they will be the sole user of a device from purchase to end of life for that device.
 - XI. If possible, Star of the Sea school will aim to offer the device for purchase at the end of its lifespan to the current user. This is not always possible, prices will vary, and all devices are sold in 'as is condition' with no warranty, software licencing or ongoing support provided by the school. Information is provided annually in Term 3 to Year 6 families.
 - XII. Without a signed user agreement, a device may not be allowed to be used by students, at the discretion of the class teacher and leadership team.
 - XIII. iPads and MacBook's are provided with a case/cover. Teachers may also request a set of headphones at the families expense. We recommend [volume limiting over-ear headphones](#).
 - XIV. At any time school staff, CESA or school leadership can check a user's device including browser history, installed applications, school emails and files.

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Digital Learning Agreement

Star of the Sea School

Year 3 - 6

At Star of the Sea School, we support our learning community to access safe and inclusive learning environments, including digital and online spaces. This agreement outlines our school, our learners and our parent communities' responsibilities and expected behaviours for supporting safe learning in a digital age.

Our overarching goal is to develop responsible digital citizens who utilise digital tools for learning with intention and mindfulness in a just and moral way in line with our Catholic traditions.

At Star of the Sea, in addition to authentic learning experiences, we provide Apple devices, internet filtering, online safety education and supervision as well as learning opportunities in line with Child Protection education, Australian Curriculum Digital Technologies and Digital Literacy general capability knowledge and skills. However, it is the learners' responsibility to care for the device they have been allocated and to use it in a safe and responsible manner. Any queries in relation to our Digital Technologies program should be directed to our principals Annette Diassinis and Kelly Manera.

This Agreement covers:

- All users of Star of the Sea & Catholic Education SA digital technologies devices, applications & network infrastructure
- All Years 3-6 learners
- Conduct during and outside of school hours

For Learners

We need your help to keep our community safe, which includes when using devices and the internet. Please read these expectations.

When I use digital technologies like MacBook's and Internet, I will communicate respectfully, act safely, protect my digital footprint and respect property by:

- using these resources for my learning and only with my teacher or parent's permission;
- accessing the internet only with permission and supervision;
- asking an adult if I am unsure about anything I see online or need help;
- always being a responsible digital technology user and not accessing anything violent or inappropriate;
- being careful when I carry and move my MacBook, including keeping lids closed, charging and storing devices in a safe shared space at home or school, not a bedroom;
- not downloading or accessing sites, programs and files that I don't own or have permission to use. For example, games or music files;
- not deleting browser history, if deleted, school will likely assume that you were not behaving in a safe and moral way;
- always checking that what I write, read, post and access is respectful and making sure that I don't write, send or forward any negative or bullying messages, audio, video or images;
- creating and presenting my own work and if I use someone else's work, I will let people know by sharing the original link and/or creator's name;
- speaking to a trusted adult if I see something online that makes me feel upset, someone is unkind to me or I know someone else is upset or scared by something that has happened online;
- being aware that my birthday, full name, photo of me or friends in a uniform, school and home addresses and phone numbers is personal information and not to be shared online to protect myself, as well as my family and friends from cyber security breaches, identity theft or contact from strangers;
- protecting password details by not sharing them unless directed to do so by a teacher, or parent;
- remember that the school has provided a MacBook to you for learning purposes, this is not your personal device; no personal apps, software or files should be stored on the device;
- not leaving my device logged in when I am not using it;
- Ensuring that you are the only person to use this device and not sharing the device for other family or friends to use without written consent from the school.

I understand that the MacBook, including the chargers and apps are the property of Star of the Sea School. If I don't follow these safe practices that the school will inform my parents and in serious cases, I may lose the right to use school digital technologies including the Internet and MacBook. I know that online safety is important, and bullying won't be tolerated. My parents will be asked to pay for repairs if damage to my device or charger is determined beyond normal usage.

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