



Emmaus Catholic Primary School
370 Sydenham Road
Sydenham VIC 3037

1:1 Program - 2024

User Agreement

27th June 2024 (Version 2.1)

VERSION REVISION

Version 1.0

Original Document

Version 2.0

Added the following information for 'Important Events for 1:1 Program in 2024 - At A Glance'

End of Week 8 of Term 4 (Friday 29th November) - final day for families to contact the school if they require assistance in saving their child's/children's work from their device before leaving the school. After this day, it will not be possible to do as devices will need to be collected, inspected and organised for the next school year.

Added the following information in the 'Important Information - At A Glance'

Students and families will be responsible for downloading any work that students have done over the course of their learning at Emmaus Catholic Primary School from their device. Once a device has been returned when a student leaves the school, it will not be possible to retrieve any data.

Families who need assistance from the school with saving work will have until the end of Week 8 of Term 4 each school year to do this. After this time, it will not be possible as devices will need to be collected and organised for the following school year.

Added the following information in the 'Important Information - At A Glance'

Families are strongly encouraged to speak to their child's teacher and/or Digital Technology Leader if they believe their child/children are **not** following any part of the agreement at home. This important partnership between the school and families helps ensure that students are using their devices responsibly and correctly both at school and at home.

Amended item 1 in 'ACCEPTABLE ICT USER AGREEMENT - 1:1 PROGRAM - STUDENT VERSION' to elaborate on item 5.3 in detailed version of agreement

When using my school device in class, I will remain on task, use technology responsibly, follow school expectations with technology and make sure the device is being used for learning (this includes, but not limited to, camera usage, video recording, saving of images/videos, documents saved, etc.).

Amended item 2 in 'ACCEPTABLE ICT USER AGREEMENT - 1:1 PROGRAM - STUDENT VERSION' to elaborate on item 5.2 in detailed version of agreement

When using my school device at home, I will only use it for learning purposes and not for personal use (a great question to ask: "Is what I am doing part of my learning?"). I understand that using my device at home is the same as using it at school, in that I need to be a responsible

user. I also understand that my family may speak to my teacher if they believe I am not following the agreement.

Amended item 15 in 'ACCEPTABLE ICT USER AGREEMENT - 1:1 PROGRAM - STUDENT VERSION' to elaborate on item 5.2 in detailed version of agreement

I understand that under no circumstances will I pass on personal information whilst on **any** electronic device. This may include, but not limited to:

- First and/or last name
- The school that I attend
- My friends and/or family

Amended item 17 in 'ACCEPTABLE ICT USER AGREEMENT - 1:1 PROGRAM - STUDENT VERSION' to match up with detailed version of agreement

I will not use the schools' network to download applications, images, videos, sound files or any other files other than those used for my school work. At home, I will not download any applications, images, videos, sound files or any other files other than those used for my school work.

Amended item 19 in 'ACCEPTABLE ICT USER AGREEMENT - 1:1 PROGRAM - STUDENT VERSION' to match up with detailed version of agreement

I understand I will be responsible for all damages or loss caused by neglect or abuse - regardless of how it was done. I understand I need to keep my device and charger as safe as possible.

Amended item 20 in 'ACCEPTABLE ICT USER AGREEMENT - 1:1 PROGRAM - STUDENT VERSION' to match up with detailed version of agreement

I understand that if my device and/or charger is damaged, it will need to be repaired and once I have received it back, I will **not** be allowed to take it home until I can show that I can be responsible with it.

Edited item 3 in detailed version of agreement

All students from Grades 5 and 6 will participate in the 1:1 Program. Students will NOT receive a device if they do not submit the User Agreement Acceptance Form to the school via Operoo **and** attend the 1:1 Program Information Night with at least one adult member of their family.

Edited item 14.2 in detailed version of agreement

14.2. Charger and accessories

The original charger, along with its cable and other accessories, must be returned in good condition and working order prior to the student leaving the school, as scheduled (see 14.3) or when Emmaus Catholic Primary School otherwise requests.

The charger and other accessories may be requested at other times for inspection and for routine or unforeseen maintenance needs.

Added item 14.2.1 in detailed version of agreement (was originally part of 14.2)

14.2.1 Original charger and cable

Only the original charger and cable can be returned - unofficial or 3rd party chargers and/or cables will not be accepted. Please refer to Section 15 for further information.

Added the following section in the detailed version of agreement

14.4 - Downloading of student work from device

Students and families will be responsible for downloading any work that students have done over the course of their learning at Emmaus Catholic Primary School from their device. Once a device has been returned when a student leaves the school, it will not be possible to retrieve any data. Seesaw work is archived and will continue to be accessible for a certain period of time. Work completed through their Google account will not be accessible once a student has left the school.

Families who need assistance from the school with saving work will have until the end of Week 8 of Term 4 each school year to do this. After this time, it will not be possible as devices will need to be collected and organised for the following school year.

Edited item 16 in detailed version of agreement

As technology is rapidly changing, it is important that our practices reflect it. In order to do this, the school may change the terms of this agreement. When changes are made, a notification will be sent out to families through Seesaw and/or Operoo and the agreement will be updated on the school website.

Version 2.1

Added the following date for 'Important Events for 1:1 Program in 2024 - At A Glance'

Tuesday 3rd December - FINAL DAY for students to bring their devices and chargers to school.

Edited the following information for 'Important Events for 1:1 Program in 2024 - At A Glance'

Students are NOT to use their device and school account for personal use and/or for storing personal information and/or images (the device is a learning tool and is intended for learning purposes). **All work and other material saved on their device and school account must relate to their learning.**

Amended item 11 in 'ACCEPTABLE ICT USER AGREEMENT - 1:1 PROGRAM - STUDENT VERSION' to clarify expectations as a responsible user

I will only use appropriate and respectful language when sending an email or other forms of electronic communication. As a responsible user of technology, I will tell a teacher immediately if

I see anyone not following any aspect of our agreement (when possible, I will take a screen-shot of anything that I feel breaches our school policy).

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PLEASE NOTE THE FOLLOWING:

It is **STRONGLY** recommended that families read **ALL PAGES** of this document as it provides a comprehensive breakdown of all aspects with the 1:1 program.

Families are **REQUESTED** to read the 'Acceptable ICT User Agreement - 1:1 Program - Student Version' with their child/children, so that they understand their responsibilities in regards to the 1:1 program. Students who follow the rules associated here will be following the detailed version of the agreement.

IMPORTANT INFORMATION - AT A GLANCE

- The device is the property of Emmaus Catholic Primary School. Students are being provided with an essential tool to aid their learning.
- Students are to ensure that the work they do on their device **is related to their learning** (a good question to ask: “Is what I am doing part of my learning?”). **This rule applies to when they use it at school and at home.**
- Students are **NOT** to use their device and school account for personal use and/or for storing personal information and/or images (the device is a learning tool and is intended for learning purposes). **All work and other material saved on their device and school account must relate to their learning.**
- **Families are strongly encouraged** to speak to their child’s teacher and/or Digital Technology Leader if they believe their child/children are **not** following any part of the agreement at home. This important partnership between the school and families helps ensure that students are using their devices responsibly and correctly both at school and at home.
- Students will be provided with the following:
 - One Apple iPad (9th Generation) with smart keyboard cover;
 - One Apple Charger (USB-C connection);
 - One Apple Lightning to USB-C cable, and;
 - Software as outlined in Section 8 of the agreement.
- Students will need to bring their device to school **every day and fully charged - ready for work.** If they fail to bring their device to school, they will not be allowed to use another student’s device to complete their learning.
- Students will need to ensure they are the **only** user of their device as they will be responsible if their device is damaged or lost - even if another person was using their device.
- Students **will not** be allowed to charge their device at school. Chargers should not be brought to school (unless when they are scheduled to be returned or if faulty).
- Students will need to bring their device and charger to school **towards the end of each term and towards the end of the school year.** The classroom teacher will inform students of when they will need to start bringing their devices back to school. Devices and/or charges will not be taken home during school holidays. If a student is going away on holiday before the end of term/school year, they will need to bring in their device and charger prior to when they leave. **Any Touch ID/Passcodes must be removed prior to its return.**
- If the device and/or charger is damaged, lost or stolen, students and families **will be responsible** for the cost of fixing or replacing the device and/or charger. The **only exception** to this will be if it was caused by a student at school **and** the student has been clearly identified.
- All servicing, replacement and repairs are **only to be carried out** by Emmaus Catholic Primary School or its approved agents. Families and/or students **are not** to repair the device themselves or have it serviced by any other 3rd party repairer who is not recognised by the school.

- After a device has been repaired or replaced as a result of it being damaged or stolen, students **will not be allowed to take their device home**. It will remain at school until the class teacher and the Digital Technology Leader are satisfied that it can be looked after at home.

- Students and families will be responsible for downloading any work that students have done over the course of their learning at Emmaus Catholic Primary School from their device. Once a device has been returned when a student leaves the school, it will not be possible to retrieve any data. Families who need assistance from the school with saving work will have **until the end of Week 8 of Term 4** each school year to do this. After this time, it will not be possible as devices will need to be collected and organised for the following school year.

- In order to address the rapid changing of technology, the school may alter, remove and/or add to the terms of this agreement as needed. When changes are made, the school will send out a notification to inform families and it will be updated on the school website.

IMPORTANT EVENTS FOR 1:1 PROGRAM in 2024 - AT A GLANCE

TERM 1

- Monday 26th February - Cybersafety and 1:1 Program Night
- Tuesday 27th February - 1:1 Program 2024 User Agreement is sent home for families and students to read and sign (for Grade 5 students).
- (For Grade 6 students) - during the week of Monday 26th February, 1:1 Program 2024 User Agreement is sent home for families and students to read and sign
 - Devices will not go home until AT LEAST WEEK 6 after the agreement has been sent home.
- Monday 4th March onwards - Students in **Grade 6** will be allowed to take their devices home. Students in **Grade 5** will have their devices **remain** at school until after NAPLAN is complete.
- Once teachers have agreed on a suitable date and students have demonstrated their responsibility with their device, Grade 5 students will be allowed to take their device home (please note: depending on time frame and student demonstration and understanding, devices for Grade 5 students may not go home until the start of Term 2).
- **Monday 25th March** - students will need to bring their devices and chargers to school.
- **Wednesday 27th March** - FINAL DAY for students to bring their devices and chargers to school.

TERM 2

- Beginning of WEEK 1 (Monday 15th April) - students will begin to take their devices home.
- **Monday 24th June** - students will need to bring their devices and chargers to school.
- **Wednesday 26th June** - FINAL DAY for students to bring their devices and chargers to school.

TERM 3

- Beginning of WEEK 1 (Monday 15th July) - students will begin to take their devices home.
- **Monday 16th September** - students will need to bring their devices and chargers to school.
- **Wednesday 18th September** - FINAL DAY for students to bring their devices and chargers to school.

TERM 4

- Beginning of WEEK 1 (Monday 7th October) - students will begin to take their devices home.
- During WEEK 8 - Teachers and Digital Technology and Design Leader will begin to make preparations for the return and checking of all devices for next year.
- **End of Week 8 of Term 4 (Friday 29th November)** - final day for families to contact the school if they require assistance in saving their child's/children's work from their device before leaving the school. After this day, it will not be possible to do as devices will need to be collected, inspected and organised for the next school year.
- **Beginning WEEK 9 of Term 4 (Monday 2nd December)** - students will need to bring their devices and chargers to school. During this time, teachers and the Digital Technology and Design Leader will begin to check and ensure devices and chargers are returned in working order. Notes will be sent home ONLY if the device and/or charger is missing and/or damaged. During this time, devices and chargers WILL REMAIN at school - they will not be sent home.
- **Tuesday 3rd December** - FINAL DAY for students to bring their devices and chargers to school.

ACCEPTABLE ICT USER AGREEMENT - 1:1 PROGRAM - STUDENT VERSION

Access to the Internet & school network at Emmaus Catholic Primary School is provided to promote educational excellence through resource sharing and communication. Students may only use devices, the Internet, and associated resources with teacher permission and for educational purposes only. Students are required to agree to and abide by the following terms.

Emmaus Catholic Primary School reserves the right to review any material in user accounts, file or cloud server space, or on personal electronic devices (if brought to school) in order to monitor appropriate use by all users.

Families are **requested** to read this agreement with their child/children. The school recommends you visit www.esafety.gov.au/parents and access the Inform & Empower resources in regards to being cyber safe.

1. When using my school device in class, I will remain on task, use technology responsibly, follow school expectations with technology and **make sure the device is being used for learning** (this includes, but not limited to, camera usage, video recording, saving of images/videos, documents saved, etc.).
2. When using my school device at home, I will only use it for **learning purposes** and not for personal use (a great question to ask: "*Is what I am doing part of my learning?*"). I understand that using my device at home is the same as using it at school in that I need to be a responsible user. **I also understand that my family may speak to my teacher if they believe I am not following the agreement.**
3. I will only use the device and charger that have been provided to me - I am not allowed to use another person's device and/or charger.
4. I will be responsible for bringing my device to and from school each day and at other times.
5. I will bring in my device and charger at the end of each term/school year and at other times when it is requested. If I am going on a holiday before the end of term/school year, I will need to bring in my device and charger prior to then.
6. I will be responsible for charging my device before bringing it to school. I will **not** be allowed to charge my device while at school.
7. I will not damage or interfere with another person's device.
8. I will only use my own student password and email account.
9. I will not add or change my password or passcodes without teacher permission.
10. I will only view, move or delete files or information belonging to me.
11. I will only use appropriate and respectful language when sending an email or other forms of electronic communication. As a responsible user of technology, I will tell a teacher immediately if I see anyone not following any aspect of our agreement (when possible, I will take a screen-shot of anything that I feel breaches our school policy).
12. I may only use digital tools & the Internet with the permission of my teacher and will inform the teacher immediately if I encounter information that is inappropriate and I will not show another student.
13. I understand my use of the Internet and other school related apps will be monitored at school.

14. I understand that **my teachers** and **my family** may look at my device and may request it at any time to check on my learning and/or ensure I am using my device for its intended purpose.
15. I understand that under no circumstances will I pass on personal information whilst on **any** electronic device. This may include, but not limited to:
 - First and/or last name
 - The school that I attend
 - My friends and/or family
16. I will not copy or send any materials (e.g. photos of myself or others) without a teacher's permission.
17. I will not use the schools' network to download applications, images, videos, sound files or any other files other than those used for my school work. At home, I will not download any applications, images, videos, sound files or any other files other than those used for my school work.
18. I understand that I must be a courteous user at all times and will report any issues or instances of cyberbullying (I will take a screen-shot of anything that I feel breaches our school policy)
19. I understand I will be responsible for all damages or loss caused by neglect or abuse - regardless of how it was done. I understand I need to keep my device and charger as safe as possible.
20. I understand that if my device and/or charger is damaged, it will need to be repaired and once I have received it back, I will **not** be allowed to take it home until I can show that I can be responsible with it.

CONSEQUENCES

If I do not abide by the rules of this agreement, I understand that there will be consequences for my choices, which can range from: a discussion with the teacher; my family being informed; loss or suspension of my access to the school's ICT network, resources or facilities for a period of time; removal of my device, and; any other action deemed necessary - including the cancellation of the agreement.

1. Parties to the User Agreement

This agreement is between the student, the student's family, and Emmaus Catholic Primary School.

2. Purpose of the User Agreement

This agreement outlines the responsibilities of the student and the student's family 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 Program.

3. Participation in the Program

All students from Grades 5 and 6 will participate in the 1:1 Program. Students will NOT receive a device if they do not submit the User Agreement Acceptance Form to the school via Operoo **and** attend the 1:1 Program Information Night with at least one adult member of their family.

4. Exclusive use

The student will be provided with an Apple device and other relevant hardware and software (as outlined in Section 7 - Equipment) for the time they are in Grade 5 and 6. **The Apple device and all other hardware and software is the property of Emmaus Catholic Primary School and is only to be used by the student named in this agreement.** The student must use the Apple device for school related activities and/or learning purposes, 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 school will be responsible for the following:

- Striving to enhance learning through the use of digital technologies in the Primary School;
- Responding to enquiries from parents or students in regard to the School's 1:1 Program, and;
- Maintaining a copy of the relevant policies and signed agreements on file.

5.2. Families will be responsible for the following:

- Being aware of and familiar with the provisions of the Primary Schools 1:1 Program documents;
- Supporting the Primary School's 1:1 Program 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 Program.
- Families are allowed to check on their child's/children's use of their device while it is at home. If they believe that their child/children are not using their device for its intended purpose, they are **strongly encouraged** to speak to their child's teacher about the matter.

5.3. Students will be responsible for the following:

- **Ensuring that the work that they do on their device is related to their learning;**
- **That their device is NOT for personal use or for storing personal information and/or images (the device is a learning tool and is intended for learning purposes)**

- Being aware of and familiar with the provisions of the Primary School's 1:1 Program documents;
- Support the school's 1:1 Program by abiding by all conditions/responsibilities and compliance with the ICT policies and procedures as set out in the ICT Manual and 1:1 Program;
- Taking particular care for the safety and security of their Apple device at all times;
- **Bringing the Apple device to school every day fully charged and ready for work, if the classroom teacher has allowed the Apple device to be taken home.** If the student fails to bring their device to school, they will not be allowed to use another student's device to complete their learning.
- **Ensuring that they are the only user of their device as they will be responsible if their device is damaged or lost - even if another person was using their device.**
- **Understanding that students WILL NOT be allowed to charge their device at school. They will need to ensure it is charged at home.**
- If a student enables a passcode on their device, they are responsible for informing their teacher and family of what it is. This serves as a backup in case a student is unable to remember their device's passcode.

6. Breaches of the Acceptable User Agreement

Following the guidelines will help ensure a positive, supportive and productive learning environment for all students. These guidelines apply to when a device is used both at school and outside of school (for example, at home). Misuse of any ICT resources (e.g. Apple device, internet access, email) may result in temporary or permanent removal of some or all ICT privileges. This may involve, but not limited, to the following actions:

- A discussion with the student and their teacher;
- Informing parents/legal guardian;
- Loss or suspension of student access to the school's ICT network, resources or facilities;
- Taking disciplinary action;
- Recovery of any incurred costs;
- Legal action, civil or criminal, as deemed necessary;
- Removal of the Apple device from the student's possession and/or;
- Cancellation of this agreement.

7. Equipment

7.1. The following items are included in the 1:1 Program User Agreement:

- One Apple iPad (9th Generation) with smart keyboard cover;
- One Apple Charger (USB-C connection);
- One Apple Lightning to USB-C cable, and;
- Software as outlined below in Section 8.

7.2. The following items are not included in the 1:1 Program User Agreement

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

8. Software

Certain applications have been pre-installed on the Apple device. Emmaus Catholic Primary School utilises the Jamf Management platform, which allows the school to manage and monitor student devices remotely and install applications that are of benefit to student learning. As such, additional software cannot be installed through the App Store by the student. If there are applications available which may benefit student learning, the classroom teacher and/or year level will inform the School Leadership Team and Digital Technology and Design Leader, who will make an informed decision on whether the application will be installed for student use.

Some system preferences/options will not be accessible by students due to the Jamf Management platform - however, it will not stop them from making necessary changes to their device, such as adding a password or using Touch ID.

9. Financial Arrangements and Repair Costs

9.1. Ownership and Responsibility - Emmaus Catholic Primary School will purchase the Equipment and both the student and families will bear the responsibility for the care, maintenance and correct usage of the device. As stated in Section 4 (Exclusive Use), the device will remain the property of Emmaus Catholic Primary School.

9.2. Repair Costs - In all cases where the device is damaged, theft or loss, our service supplier will provide a quote to repair and/or replace the device to the school. Families will receive a letter from the school in regards to the costs associated with repairing and/or replacing the device and the details for payment.

10. Servicing

All servicing and repairs are **only** to be carried out by Emmaus Catholic Primary School or its agents. Families and students are to return the device to the school as soon as possible for repairs to be completed. The school will endeavour to have the Apple device returned to the student as soon as possible.

Families and students are **not** to repair the device themselves or have it serviced by any other 3rd party repairer who is not recognised by the school.

11. Notification of lost/stolen or damaged devices

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, their teacher and/or the Design and Digital Technology Leader immediately on the same day.

12. Procedure after a device is repaired or replaced

After a device has been repaired or replaced as a result of it being damaged or stolen, the student will **not** be allowed to take their device home. It will remain at school until the class teacher **and** the Digital Technology Leader are satisfied that it can be looked after at home.

If the device is damaged or lost/stolen again, then the student runs the risk of having their agreement cancelled.

13. Costs

Each school year, an IT Levy 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.

PLEASE NOTE - The following items are not included in the IT Levy:

- Insurance excess, and;
- Willful damage repairs.

14. Return of school device

14.1. School device - The school device must be returned in good condition and working order prior to the student leaving the school, as scheduled (see 14.3) or when Emmaus Catholic Primary School otherwise requests.

The device may be requested at other times for inspection and for routine or unforeseen maintenance needs.

When the device is returned, any passcode and/or Touch ID must be removed.

14.2. Charger and accessories - The original charger, along with its cable and other accessories, must be returned in good condition and working order prior to the student leaving the school, as scheduled (see 14.3) or when Emmaus Catholic Primary School otherwise requests.

The charger and other accessories may be requested at other times for inspection and for routine or unforeseen maintenance needs.

14.2.1 Original charger and cable - Only the original charger and cable can be returned - unofficial or 3rd party chargers and/or cables will not be accepted. Please refer to Section 15 for further information.

14.3. Scheduled return of devices - During the school year, students will need to return their device and charger towards the end of each term and towards the end of the school year, with their class teacher notifying of when to start bringing them in and when they must be returned by.

If a student is going on a holiday prior to the end of term/school year, they will need to bring in both their device and charger prior to when they leave.

Devices will remain at school for the school holidays to perform routine maintenance, install any critical updates and ensure it is functioning properly.

Chargers will be inspected and tested to ensure they are functioning properly.

If a student fails to return their device before the school holidays without a valid reason, they risk having their device remaining at school until further notice.

14.4. Downloading of student work from device - Students and families will be responsible for downloading any work that students have done over the course of their learning at Emmaus Catholic Primary School from their device. Once a device has been returned when a student leaves the school, it will not be possible to retrieve any data. Seesaw work is archived and will continue to be accessible for a certain period of time. Work completed through their Google account will not be accessible once a student has left the school.

Families who need assistance from the school with saving work will have until the end of Week 8 of Term 4 each school year to do this. After this time, it will not be possible as devices will need to be collected and organised for the following school year.

15. Lost/stolen/damaged equipment costs

15.1. Lost - if the school device and/or charger is lost, the student/family will pay for the cost of a new device and/or charger. An invoice will be sent from the school with payment details and arrangements.

15.2 Damaged - if the school device and/or charger is damaged due to negligence and/or deliberately, the student/family will pay for the cost of a new device and/or charger. An invoice will be sent from the school with payment details and arrangements.

16. Changes to this agreement

As technology is rapidly changing, it is important that our practices reflect it. In order to do this, the school may change the terms of this agreement. When changes are made, a notification will be sent out to families through Seesaw and/or Operoo and the agreement will be updated on the school website.

Jackie Byrne
Principal

Lorraine Morrison
Deputy Principal

Vanessa Machado
Deputy Principal

Andrew Azarnikow
Digital Technology and Design Leader