Immanuel Lutheran College



Secondary School

Acceptable Technology and Device Use Guidelines

1. Purpose

Technology is a key component of teaching and learning at Immanuel Lutheran College. The College invests in a device program for students to have access to innovative and purposeful technology products, services and programs to support their learning, the creation of their own content and the demonstration of skills acquired. The devices have been intentionally chosen and managed to facilitate purposeful use and creation of learning content.

In line with the Queensland government mandate, mobile phones are banned from use during school hours, including break times and are therefore not an acceptable technology tool at the College. The provision of both an iPad and a Mac means there is no subject area or learning need that a phone should be utilised for.

This document provides guidelines for the safe and appropriate use of school-issued device/s at school and home.

2. Scope

These Guidelines are designed to ensure safety for all students and reflect the principles of the eSafety Commissioner and eSafety's Best Practice Framework for Online Safety Education. This framework and the Online Safety Act 2021, the Australian Curriculum, Assessment and Reporting Authority (ACARA) guidelines, and the Queensland Curriculum and Assessment Authority (QCAA) guidelines inform the Immanuel Lutheran College Acceptable Technology and Device Use Guidelines.

Keeping students safe online is a shared responsibility and requires the combined efforts of schools, families, communities, elders and government. They are shared with school staff, students and their parents/carers.

These guidelines apply to all students in the Secondary School at Immanuel Lutheran College and support teachers to ensure that technology usage is understood and utilised to enhance and support learning consistently. It is applicable to all subjects, and all Secondary School teachers are required to implement and apply these Guidelines consistently.

3. Network and Device Agreements

All students must complete the induction and acknowledge the Network and Device Agreement (Appendix A) before being issued with College device/s. By collecting the device/s, students confirm that they have understood these guidelines and agree to adhere to them.

All parents must sign the Parent/Student Agreement to acknowledgement to confirm that they have read and understood these guidelines and agree to adhere to them.

4. Delegation of responsibilities

These guidelines will be implemented by the Director of Technology and Innovation and the Secondary School Leadership Team. It will be followed by all Curriculum Leaders, House Leaders, teachers, support staff, students and parents in the Secondary School to promote age-appropriate technology use and skills development.

Position	Is responsible for:
Principal	• Oversight of compliance requirements of technology and device usage at the College
Director of Technology	• Develop and implement a strategic technology plan that aligns with the school's educational goals and objectives.

and Innovation	• Evaluate emerging technologies and make recommendations for their integration into the school's device program. • Oversee the inventory of devices, including tracking and maintenance to ensure they are in working order. • Maintain a robust and secure network infrastructure to support the Colleges' device program. • Implement security protocols to protect against data breaches and cyber threats. • Offer technical support via a helpdesk to students and staff, resolving hardware and software issues.
Secondary Leadership Team	• Maintenance of required school records in line with LEQ, ISQ, ACARA, and QCAA • Consistent administration and judgments of technology use guidelines in the Secondary School • Communication of responsibilities and relevant information to Curriculum and House Leaders • Support Curriculum and House Leaders to manage suspected breaches of technology use guidelines or reported misconduct incidents • Provide guidelines and expectations to students, teachers, and parents/carers • Monitor consistent enactment of these guidelines across all subjects • Develop and oversee inclusion of technology and device usage within unit and assessment plans in alignment with these guidelines • Support the inclusion and creation of assessment instruments by those teaching staff that utilise devices and technology, in alignment with these guidelines • Define electronic storage locations and file naming protocols for students • Define and approve applications for use by Secondary students and staff • Implement feedback processes and checks to promote continuous learning for students • Maintain necessary records and evidence in accordance with these guidelines.
House Leaders and Curriculum Leaders	• Users in breach of the Acceptable Technology and Device Use Guidelines document may be subject to but not limited to, disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity in accordance with the College's Building Responsible Behaviours Framework.
Teaching and Support Staff	• Exercise a duty of care regarding student access to and use of the school's ICT facilities • Provide guidance for use of their ICT facilities and devices within the classroom, including ensuring students understand and follow the school's policies and guidelines. • Ensure all users are using the protective cases supplied for their devices at all times
Parents	• Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school. Users should be aware of and abide by the guidelines set out by the College Acceptable Technology and Device Use Guidelines at Immanuel document. Immanuel Lutheran College reserves the right to

	monitor, confiscate and search a device to ensure compliance with these Acceptable Use Guidelines. • If the device/s are lost, stolen or damaged, parents are responsible for notifying the House Leader or Deputy Head of Secondary must be notified immediately. Please note that there is an excess payable as per (refer to 4. Loss, Theft or Accidental Damage) • Parents will be responsible for the prompt payment of any invoices billed due to lost, stolen or damaged devices.
Students	• Users must use the protective cases supplied for their devices. • The device/s screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop or place heavy objects (books, laptops, etc) on top of the device/s or put any items between the screen and keyboard (paper, pens, etc). No stickers or other items are to be affixed to the device. • Only a soft cloth and/or approved laptop screen cleaning solution is to be used to clean the device/s screen. • Do not subject the device/s to extreme heat or cold. • Do not store or leave your device unattended or unsecured. This includes in a locker without the lock properly secured. Lockers must be secured with a working combination lock. • It is a user's responsibility to keep their device safe, secure, and in the College provided laptop case when not in use. • Users may not photograph or video any other person at school or at school functions, without that persons' consent and the teacher's permission. Good judgment must be exercised when using the camera. • Users may not use photos of any other person than themselves for their identification photograph, regardless of permission. All profile pictures and desktop wallpapers must be appropriate. • Users will update their devices to the latest operating system and software versions made available to them on their devices. If a device is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their device. • Apps not issued by the school or classroom teacher must not be loaded on the device/s. • Device batteries must be charged at home and be ready for use in school. • Memory space is limited. Academic content and applications take precedence over personal files. All items need to be saved to the student's school OneDrive. • Devices belonging to other users are not to be tampered with in any manner. • If a device is found unattended, it should be given to the nearest member of staff. • Social Media sites such as Facebook, Tiktok, SnapChat, etc. are not to be used on any College device. • Users understand that they are totally responsible for the care of their device/s

5. Insurance and Replacements Due to Loss, Theft or Accidental Damage

Should a student lose or have their device or accessories stolen, they must report this in person to the Technology Services Department as soon as possible.

There will be an excess of up to $429 per device payable by families to replace lost or stolen devices. A replacement device will only be issued upon payment of the excess and receipt of the Lost / Stolen Property report lodged with Queensland Police Service.

Should a student damage their device, accessories, or loan device, they must also report this in person to Technology Services as soon as possible. Under our accidental damage protection insurance agreement, incidences of damage to the device/s will incur an excess charge per incident (maximum of $429 for the Mac and $150 for the iPad). Families will be invoiced per incident and payment will be required upon receipt of invoice. Any deliberate or negligent damage will require the device/s to be replaced at the family's expense.

The College has a service agreement with external providers, which will ensure repairs on faulty and damaged machines covered under warranty. During the repair period, students will have access to a loan device. This device may be recalled by the Technology Services Department at their discretion if parents delay authorising repairs. Should a loan device be issued to the student, use of the said loan device will be for a maximum of 30 days. Any damage to a loan device whilst issued to a student will incur the same costs for repair per incident (maximum of $429 for the Mac and $150 for an iPad) for which families will be invoiced.

During the school day when devices are not being used (i.e. lunch, Physical Education etc.), students will be required to store their device in their locker. Security cameras have been installed around the school with 24/7 playback to assist with security monitoring. All students will be responsible for securing their own device, and should the above procedures not be followed, insurance may not cover theft, loss and/or damage.

The device/s remains the property of Immanuel Lutheran College until all fees are paid in full. The College reserves the right to retain possession of the device/s whilst any fees remain overdue. If the overdue account is not settled within 6 months of the conclusion of the rental period, then the right to ownership is deemed to be forfeited.

If a student exits the program prior to this term or commences part way through a rental program, there may be an option to pay out the balance of the rental amount or to hand back the device/s prior to exiting the College, if the device/s is surplus to the College's need. Please note the device/s will not be available to purchase in the first year of the program. Purchases in the second and third year of the rental will be at the discretion of the College

6. Hot swaps

If a student is awaiting the repair or replacement of their device, they may receive approval to borrow a device for the duration of the repair / replacement period. Upon completion of the repair / replacement, the borrowed device must be returned to the Technology Services Helpdesk. All applications for a temporary loan device must be made to the Technology Services department. All repairs to the device/s must be made via the Technology Services Department.
A loan device must be returned to the Technology Services department in good order and repair. Should any damage occur to a loan device whilst being borrowed by the student, repairs will be attended to and costs for such repair billed to the family.

Short term loans will not be made in circumstances such as:

- A student does not bring their device to school.
- The device/s is brought to school uncharged or the battery goes flat (a portable battery pack can be loaned from the Innovation Hub for the day).

7. Prohibited Uses (Not Exclusive)

Accessing Inappropriate Materials – All material on the device must adhere to the Network and Device Agreement Appendix A. Users are not allowed to send, share, access, upload, download or distribute offensive, threatening, illegal, pornographic, obscene, or sexually explicit materials.

1. Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
2. Cameras – Good judgment must be exercised when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
3. Images of other people may only be made with the permission of those in the photograph and with the teacher's express permission.
4. Posting of images/videos on the Internet is strictly forbidden, without the express permission of the teacher.
5. Use of the camera and microphone is strictly prohibited without the express permission of the teacher.
6. Misuse of passwords, codes or other unauthorised access - any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
7. Malicious use/vandalism – any attempt to destroy hardware, software or data will be subject to disciplinary action.
8. Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.

APPENDIX A: NETWORK AND DEVICE AGREEMENT

Welcome to the Immanuel Lutheran College network. If you choose to continue, you are agreeing to comply with and be bound by the following terms and conditions of use. If you disagree with any part of these terms and conditions, do not continue.

Use of Immanuel Lutheran College devices, computing and network facilities should be legal, appropriate, responsible and kind (LARK), reflecting Christian spirit, values and community standards. Using digital devices at school and connecting to the College network is a privilege that will continue while the user displays the qualities of good digital citizenship.

Network users will:

- Keep their personal information (e.g. phone numbers, address, passwords) and that of others private.
- Show respect for themselves and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.
- Change their password immediately if they suspect it might be compromised

The College recognises each user's right to privacy and the right to use network services as freely as possible. However, monitoring and logging of network usage may occur to ensure that the integrity of the network is maintained.

Network users may not:

- Allow the use of computing devices to interfere in any way with their school responsibilities.
- Access or transmit any content that would be considered offensive in the judgment of the Principal or delegates because of pornographic, racist, violent, abusive, illegal, illicit or other content.
- Attempt to undermine, hack or bypass any hardware or software security mechanisms on the ILC network or any other network.
- Use network facilities or mobile devices inappropriately (e.g. playing games, knowingly passing on malicious content e.g. spam, viruses or worms).
- Use network facilities for commercial, advertising, or political purposes.
- Cyberbully by using obscene, harassing or abusive language or by passing on such content.
- Download or use software, games, music, graphics, videos or other materials in violation of copyright laws.
- Use another person's data without permission. This includes reading their email or private communications without permission or transmitting private information given in confidence. This also includes photographing or videoing any person without the specific permission of that person and a teacher.

APPENDIX B: DEVICE AGREEMENT

Student Agreement (signed electronically)

1. I will take good care of my device/s and agree to be responsible for damage to the device/s whilst in my care.
2. I will never leave my device/s unattended. This includes in an unlocked locker.
3. I will never lend my device/s to others.
4. I will know where my device/s is at all times.
5. I will charge my device/s battery regularly to ensure it is ready for use each school day.
6. I will keep food and drinks away from my device as they may cause damage to the device/s.
7. I will not affix any items to the device/s eg labels, stickers.
8. I will not disassemble any part of my device or attempt any repairs.
9. I will protect my device by only carrying it whilst it is in the College provided case.
10. I will use my device in ways that are appropriate.
11. I understand that my device is subject to inspection at any time without notice.
12. I will only photograph or video people with their permission and the teacher's permission.
13. I will only use the camera or the microphone when my teacher tells me to.

- I will never share any images or movies of people in a public space on the Internet (any assessment items filmed or made in collaboration with other students are not to be shared in public spaces).
- I will not access social media sites on my College device/s.
- I understand that I am totally responsible for my device/s at all times.
- I agree to abide by the statements of this device Acceptable Use Policy and all College expectations.
- I understand that should I need to use a loan device at any time, that the loan device is treated in the same manner as my device and all the same guidelines apply to the loan device.

Parent Agreement (signed electronically)