



Nagle Catholic College

Bring Your Own Device Program

Parent Guide

2018

Technology in the Classroom

There are a number of reasons why schools use devices in the classroom. Technology is all around us and students are expected to enter the workforce or further study with a minimum level of ICT competency.

The Australian Curriculum identifies ICT as a key capability needed by students to be successful during and after school.

Having devices in the classroom allows teachers to embed these ideas across their teaching and learning programs and encourage success with ICT.

Technology allows students to take an active role in learning; investigate a wide range of topics; access a wealth of facts and information and view engaging and interactive resources.

The following information is provided for parents to inform and assist them in understanding and managing student use of ICT.



SEQTA

The College utilises a Learning Management system called SEQTA.

SEQTA Engage (formerly CONEQT-P) allows parents and guardians to work in partnership with the College to achieve the best outcomes for students.

Families are given access to:

- Student assessment – due dates and results
- Formally set homework
- Pastoral Care/student behaviours
- Timetables
- Daily Notices
- Important College Documents

<http://web.ncc.wa.edu.au/engage.html>

Managing Devices at the College

Students are expected to be ready to learn with their device. This includes:

- Having fully charge device;
- Avoiding damage to their device;
- Having an understanding of how to use the main features of their device;
- Storing the device safely when not in use, i.e. in student locker;
- Using the device responsibly.

Support to connect to the College Wi-Fi, log in to emails and locate appropriate apps/software is provided at the start of each year.

Students are asked to sign the Acceptable Use Policy within the College Code of Conduct. This can be found on page 25 of the College diary.

Consequences of Misuse

Teachers will instruct students when devices are required and the type of task students should be completing during that time. Students are expected to follow teacher instructions. Records of device misuse may be recorded and passed on to the House Leaders and Directors of Students.

Consequences for this misuse will depend on the severity of the issue and may include a warning, detention or further sanction such as the removal of BYOD privileges. Incidents of cyber bullying will be referred to the Directors of Students.

The ICT Acceptable Use Policy is on pages 25 – 26 of the College diary. Students and guardians are asked to familiarise themselves with this policy.

Cyber Safety

Through a variety of programs, students are educated in the concept of Cyber Safety. This begins in Year 7 Computing, with a comprehensive look at virus protection, spam emails, appropriate online behaviour and managing devices.

Concepts relating to appropriate behaviour online are reinforced through schooling for students via Pastoral Care programs, classroom behaviour management as well as in the Health and Religious Education curriculum areas.

Students are not permitted to access social media at the College. The College has a 'red flag' system in place. This is managed autonomously, i.e. by software. Should students access inappropriate materials or content which indicate they are at risk, an alert may be triggered and sent to the appropriate Director of Students.

Managing Devices in the Home

Parents and guardians often worry about managing devices in the home. The most effective step in managing devices at home is for parents and guardians to be in control of the wireless access. Changing the password regularly, keeping the password a secret or investigating the parental controls of your modem are all effective ways to limit and control access.

The College recommends the following for parents when managing devices in the home:

- For Lower School students in particular, devices should be used in an open area where monitoring and conversation can occur.
- Devices are not kept in bedrooms overnight and screen time is defined, particularly in Years 7-9.
- Parents/guardians have access to the device and all passwords and pin codes required.
- Parents/guardians control Wi-Fi access, for example, by changing the password if there is inappropriate use.

The College advises that parents/guardians encourage on-going conversations about experiences online, apps and software being used and issues associated with social media.

Other Useful Links

Nagle Catholic College Student Portal:

<http://web.ncc.wa.edu.au/portal.html>

Office of the Children's Commissioner E-Safety Commissioner:

<https://esafety.gov.au/esafety-information/esafety-issues>

Nagle Catholic College – Bring Your Own Device webpage:

<http://web.ncc.wa.edu.au/bring-your-own-device.html>

General Device Management and Information

Devices should have the latest version of the operating system (Windows or iOS) and software. . These updates should occur at home. All devices (both iOS and Windows) should have anti-virus and anti-malware software installed. This is the responsibility of families.

The College recommends a Windows-based laptop or 2-in-1 device for a number of reasons, including but not limited to:

- Transition to university or employment
- Digital inking capabilities
- Wide breadth of functionality and software available – particularly with Office software
- Access to a full keyboard
- Ability to share work with teachers and collaborate with classmates

Parental Controls

Parents and guardians often ask about software to manage student devices. On Windows and iOS devices, administrator accounts can be created which allow the administrator to control the functions of other (student) accounts. For assistance in doing this, it would be advisable to check the relevant 'Help' website for iOS or Windows.

In general, any parental controls should still allow students access to their educational software and the internet while at school.

Office Applications

Nagle Catholic College is an Office 365 school. As part of their enrolment at the College, students can download a free student version of Microsoft Office to their Mac or Windows laptop. Students can access this via the Office 365 account, under 'My Account'. Further details are available on the 'Student Portal':

<http://web.ncc.wa.edu.au/portal.html>

Students with iPads should download the individual apps: Word, OneNote, PowerPoint, Sway.

Charging

It is recommended that devices are charged overnight, outside of the student's bedroom. Students should come to the College with a fully charged device.

Insurance, Bags and Damaged Devices

Insurance is the responsibility of the family. It is advised that parents and guardians are aware of the warranty and insurance for their devices.

A strong laptop bag is recommended. Students may carry their laptop bags during the school day. Backpacks are not permitted.

College policy is that broken devices can be unsafe for use in school. Devices with cracked screens or frayed wires should not be brought to school. In a small number of cases, the College Library can loan laptops to students for short periods of use. This is dealt with on a case by case basis and should not be used as a long-term option.

External Storage

Students have 1TB of storage in their Office 365 account.

Students are advised that all external storage drives be formatted in FAT32. This will allow them to be used on both Mac and PC devices (students can often collaborate with peers who have different devices to them).

Should students not ensure this is set up correctly, they risk losing any work stored on those drives.

Information about managing this issue is on the Student Portal: <http://web.ncc.wa.edu.au/portal.html>