



*Saint  
Ignatius'  
College*



# Junior School Device Handbook

To ensure that all children have access to unlimited opportunities to learn anytime and anywhere and that they have the tools that make this possible.



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This document should be viewed in conjunction with the Saint Ignatius' College Junior School ICT Responsible Use Policy found in the Student Diary and on the College website.

## RATIONALE

Saint Ignatius' College has a strong focus on Information and Communications Technology (ICT) literacies that will enable students to be successful global citizens in the 21<sup>st</sup> Century. ICT is a significant aspect of the College's strategic plan and the College has invested heavily to support this vision.

The Designated Digital Device Model is in parallel with the strategic development of a College-wide wireless network.

The goal is to ensure that all children have access to unlimited opportunities to learn anytime and anywhere and that they have the tools that make this possible.

It is anticipated that a Designated Digital Device program will result in sustainable and meaningful change to teaching and learning in our College and to prepare students for further education and training, jobs of the future and to live and work in a digital world.

In 2021 all students in Year 3, 4, 5 and 6 will need to have a recommended iPad device to use in the College's wireless network. The device purchased for Year 3 to 6 should meet students' learning needs for four years.



## DESIGNATED DIGITAL DEVICE MODEL

The plan will be to have specific devices that would be suitable for the demands and complexity of the workload at specific year levels. The College requires the purchase of a designated device for Year 3-6 students and will recommend devices that we consider suitable for the type of work to be done in Year 7-12.

The Designated Digital Device program enables students to be efficient and organised in their daily College life. It is envisaged that individual students will be more comfortable and responsible with a personal device. There will be quick and easy access to personal files, customisation of resources and more articulation between home and College learning connections.

We are also under no illusion that technology has the opportunity to be a distraction for many students. It can also be said that it has the potential to also act as a tool to engage them in a self-disciplined and focused manner.

The College expectation is that students act responsibly with the use of technology at all times and understand that this is a privilege that needs to be respected so they will have the opportunity to work in collaboration with their teachers and peers.

## SAINT IGNATIUS' COLLEGE JUNIOR SCHOOL REQUIRED DEVICE



### Apple iPad 10.2" 8th Gen 32GB Wi-Fi (optional extra for 128GB) with Logitech Rugged Folio - keyboard and folio case for Ipad 7th/8th Gen

**WARRANTY** AppleCare+ for iPad - 2 Year Warranty and 2 Accidental Damage Claims - \$65 per claim

If purchased through the College Parent Purchase Portal the device will include a two year AppleCare+ for iPads, which is strongly recommended to cover the device, as ongoing repairs to devices can prove to be very expensive. *Any device not covered by the Care Plan listed above would be the responsibility of the owner and their insurance company (if applicable).*

## PURCHASING PORTAL

The College Purchase Portal can be accessed online at [www.ignatius.sa.edu.au](http://www.ignatius.sa.edu.au) and then click the link under the 'Shop' for 'Computer Device Purchase Portal' then 'Junior School LWT Parent Purchase Portal'. All purchases at this site will need to be **finalised by Friday 11<sup>th</sup> December 2020** to ensure that the devices will be ready for the start of the 2021 school year.

## INTERNET USAGE AT THE COLLEGE

Students can access the Internet through the College's network whilst on site. This will be monitored and subject to strict filtering.

Students are reminded that inappropriate download attempts can be detected when the devices are connected to the College's network. This could result in breaches to the Saint Ignatius' College Junior School ICT Responsible Use Policy and subsequent disciplinary action.



Parents need to carefully consider how they allow access to the internet at home. Wireless access can be limited through the router being turned off at times when you do not want to allow student online activity. If you would like further information/advice please contact the college.

External networks such as 3G, 4G mobile networks are not permitted. All Internet access is provided by the College through password-protected wireless points. Phone tethering and sim-related dongles are not to be used on College premises.

A Virtual Private Network, or VPN, is designed, amongst other things, to mask or hide internet activity. There are legitimate cases for uses of VPN's, however, most casual use of VPN's is to bypass restrictions or filters. The use of VPN's by students in our College is a breach of the "ICT Acceptable Use Policy". Internet filter systems, like those set up in our school, are used to keep students safe. Students using VPN's to bypass these restrictions, intentionally or inadvertently, are putting themselves and the College community at great risk.

Many "free" VPN services, and even some paid services, are very deceptive and dangerous. They may include inappropriate imagery in the form of advertising, or simply steal personal information, like credentials. There are significant issues with viruses or malware from the use of VPN software. These are just some of the reasons the College has always disallowed the use of VPN's.

## ACCESS TO THE COLLEGE WIRELESS NETWORK

Students will need to connect their device to the College wireless network. A wireless network called “IGNATIUS” is available across the College. Students will be prompted to enter their College username and password when connecting. By connecting to the College wireless network, you agree to the conditions outlined in this user guide and the ICT policies found in the Student Diary and on the College website.



## NON-COLLEGE APPLICATIONS, GAMES AND MUSIC

Saint Ignatius’ College does not object to the installation of non-College applications and files on the devices provided that the installed applications and files:

- Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads).
- Are ethically and morally acceptable (including consideration of College appropriateness, age appropriate ratings and privacy issues).
- Do not affect the efficient functioning of the device for educational purposes (i.e. they do not interfere with the speed and storage capacity of the device or the problems that might arise from increased battery use).
- Do not affect the College’s wireless network.
- Do not interfere with the classroom learning program (i.e. they may only be used in class under specific teacher direction).



In particular, while some games have significant educational benefits and will be used under teacher direction, other games have little educational merit and may affect network function. As a result:

- The use of network games is banned (unless authorised by the teacher for educational purposes).
- Ad-hoc networks are **NOT** to be created or used.

Where there is a contravention of this policy, consequences will apply. Other sanctions may be imposed in line with the Saint Ignatius’ College Junior School ICT Responsible Use Policy.

## TECHNICAL SUPPORT

Technical support is available through the Junior School Technologies room. This should be done at times when this office area is open, but not usually in lesson time. The College IT Support Staff can only troubleshoot devices they are trained to support which will be the ‘College Required’ device.



## POWER ISSUES / BATTERY / CHARGING

Students must bring the device to the College each day fully charged. **Students will not be permitted to recharge devices at College. Loan chargers will not be available.**



## BACKUP AND DATA STORAGE



It is important for each student to keep backups of their critical work. There are a number of options students should consider.

Work can be stored on their College folder which should be regularly backed up to a USB device. Students should also store their work using their Office 365 OneDrive account. The College will not be held responsible for lost work due to a failure to do backups.

## MICROSOFT OFFICE SOFTWARE

Students will be licensed to use the Microsoft Office suite of programs – including Word, Excel, PowerPoint and One Note. Students will be able to access Microsoft Office in the first weeks of Term 1. This license is provided by the College at no additional cost through arrangements with the Catholic Education Office and Microsoft. This copy of Office is supported on most operating systems (Windows, Apple OSX, Android, iPad iOS). Students can download Office 365 from the Microsoft Office Portal on a home device once they have received their student username/email.



## INAPPROPRIATE USE

The Manager of IT Services maintains computers and the College network so that they operate effectively, and that resources needed are available, and that College computers operate in a consistent way.

The following guidelines are outlined to ensure all users are able to access the latest research available with the latest technology in an acceptable and safe learning environment.

- Users will avoid websites with content that is violent, racist, sexist, pornographic, dominated by offensive language and/or illegal in any way.
- Engaging in chat lines or downloading files is not permitted unless forming part of legitimate class activity guided by the teacher of that class.
- Inappropriate use of the internet and email is a serious matter and can have significant consequences, e.g. sending a message over the internet using someone else's name.
- Passwords should remain confidential. No user should log-on as another student using their password or use a computer that is logged onto the network with another student log-on.
- Do not remove files or folders that have been installed to the network.
- Do not engage in cyber-bullying or e-crime.
- Under privacy legislation it is an offence to take photographs of individuals without their expressed permission and place these images on the Internet or in the public domain.



It is a requirement of the College that any student device can only be used in designated lesson time at the direction of that subject teacher.

Devices must be stored securely in the classroom at recess and lunch breaks and are not to be used at this time unless under the direct supervision of College staff. During co-curricular training sessions, devices must be stored in classrooms or be placed securely in a locker or area designated by the teacher.

## CYBER BULLYING

**E-technology** provides individuals with a powerful means of communicating instantly with others in both positive and negative ways.

Cyber bullying is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies such as email, chat room discussion groups, instant messaging, Webpages or SMS (text messaging) – with the intention of harming another person.

**Examples** can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

**Activities** can include flaming (repeated negative messages), trolling, sexual or racist harassment, denigration, impersonation, trickery, exclusion and cyber stalking. The targeted person often feels powerless and may need help.

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life.

### Consequences

Any form of cyber bullying will be dealt with through the College's 'Bullying and Harassment Policy' and 'Acceptable Computer Use Policy'. Serious breaches are a police matter and may be dealt with through State and Federal Laws and SA Police.



## STUDENT SAFETY / PARENT ADVICE



It is imperative that students are cyber safe and conduct themselves in an ethical behaviour whilst online. This should be seen as a partnership between home and the College. As children and adults spend increasing time online learning and communicating with friends we need to ensure that students are cybercitizens who know what is appropriate behaviour.

Use of a student device at home should be closely monitored by parental supervision at all times. Where possible it is highly advisable that your child's device is in your view especially when they are active on the internet / online. It is highly desirable that you do not allow your child to use their device in their bedroom and ensure that it is removed from their bedroom once they go to bed at night.

Have a personal understanding and knowledge about things like instant messaging, forums, blogs, Twitter and Facebook. As a general rule the internet is anonymous and it is not always clear who you are talking to. These personal spaces are also easily accessible to others and personal information should never be published for others to see.

Show an interest in what your child is doing on their device and online. Discuss with them the associated risks of posting or revealing personal information like their name, address, date of birth, photographs and other family information.

Explore software that allows you the parent the option to limit your child's access to inappropriate information.

**Use the College Family Media Agreement document to discuss and agree upon expectations with your child. Create and sign the contract for your family's expectations for device usage.**

Please ensure that you have adequate insurance to cover your child's device for theft or accidental damage whilst the device is used at school, as the College does not supply this apart from the Warranty Insurance plan which can be purchased with the device on the College portal.

## CARING FOR YOUR DEVICE

- Always store your device in the protective case.
- Try to avoid moving your device around when it is on. Before switching it on, gently place your device on a stable surface and then switch it on.
- You still need to be careful with the device while it is in a bag. Do not drop a bag from your shoulder. Always place the device gently down and do not leave the device on the floor.
- Be careful when putting the device in the car or bus that no other items are on top of it and nothing will roll on to the device bag.
- Devices should be switched to at least “sleep/hibernate” mode before being placed into a bag.
- Devices should be stored carefully in the student’s classroom when not in use. Students are not to leave them in an unattended or unsecured location.
- Connect your power adapter only to your device.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.
- Be aware of the power savings that come from running your device effectively from battery, after being fully charged.



Please do not place objects on top of your device and never carry it around while it is turned on. Avoid exposing your device to:

- Direct sunlight or sources of heat such as desk lamps
- Dust, dirt, rain, liquids or moisture
- Heavy shock or vibration

Device screens are delicate – they don’t like being poked, prodded, pushed or slammed. Never pick up your device by its screen. Don’t slam the screen closed and always be gentle when putting your device down. Ensure that nothing is left on the keyboard before closing the lid. Serious, expensive damage to the screen may result if this is not done.

To clean your LCD screen:

- Switch off your device
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion.
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen

## REGISTERING DEVICES

All devices that are intended to be used on College premises will require registration with the ICT Support team. This registration form will ask for information about the device and require a student signature of compliance with regards to the ICT policies found in the Student Diary and on the College website. Students will complete this form under teacher guidance in the first few weeks of Term One, 2021. This is then authorized by a member of the ICT support team and filed for reference if the need arises to identify a particular device and its user.

A registration form titled "JUNIOR SCHOOL DEVICE REGISTER" from Saint Ignatius College. The form includes sections for "STUDENT INFORMATION" (Student Name, Student ID, Academic Year Level), "DEVICE IDENTIFICATION" (Device Name/Model, Apple iPad 2020 with Smart Keyboard and Obolus Wireless Case, Generation), "DEVICE COLOR" (a grid of colored boxes), and signature lines for the student, parent/guardian, and date. There is also a section for "COLLEGE APPROVAL/OFFICE USE ONLY" with a date line.

## FREQUENTLY ASKED QUESTIONS

Who can help if my device is not working?	Firstly, try turning it off and on again. If the problem still exists consult ICT support team for advice.
Can I print at the College?	Yes, printer access will be available through student accessible printers at the College.
Do I have to print my assignments to hand them in?	It will depend on the nature of the work and the teacher. There will be times when you can submit digital copies or share your documents without printing.
How do I save my files?	This will depend on the type of files you will be storing. Most devices come with some internal storage space. Cloud storage is also an option (e.g. Office 365 OneDrive), but not all Cloud storage solutions are accessible at the College.
How do I logon to SEQTA?	Please visit <a href="https://learn.ignatius.sa.edu.au">https://learn.ignatius.sa.edu.au</a> and use you College network username and password details.
Where do I store my device if I am in Co-curricular?	Not all co-curricular areas are safe for device storage, so the device should be kept in a safe place such as your classroom. The College offers <b>no responsibility</b> if your device is damaged or stolen during co-curricular events.
What happens if my device is damaged accidentally during College hours?	Accidents do happen and it is important to minimise this as best as possible. If you have a purchased a device through the College Portal ( <i>see page 4</i> ) with damage protection/warranty, the device can be given to ICT Support and they will send it off to be replaced/ repaired. If you have another device that was not purchased through the College's supplier, then <b>you</b> will need to seek assistance from your own supplier / insurance company.
Am I able to charge my device at the College?	No, all devices should carry enough charge to last a full school day. Please refer to <b>page 4</b> of this handbook.
Can the College look at my device?	Because your device is the required device ( <i>see page 4</i> ), then the College's ICT Support team will review your device when a hardware problem occurs. There is a possibility that you may receive a temporary device if further action needs to be taken.
What is the name of the Saint Ignatius' College wireless network?	The name you will be looking for in your wireless list is called <b>Ignatius</b> . The other networks will not work well with all devices. The Ignatius network has been optimised for all staff and student devices.

**EARLY YEARS**

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**SENIOR SCHOOL**

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