

Acceptable Use Policy (AUP) – Devices, Technology Tools & the Internet

1 St. Joseph’s Institution International Elementary School is committed to safeguarding and promoting the welfare of our children. Digital technologies have become integral to the lives of students and are essential tools for learning. All students use electronic tools and have access to a range of devices, which may have access to the internet. This Acceptable Use Policy (AUP) seeks to gain students’ and parents’ agreement to our essential agreements for digital safety.

2 This Acceptable Use Policy (AUP) is intended to ensure:

2.1 That our students are responsible users and stay safe while using devices, digital technology tools and the internet, and other communication technologies for educational purposes

2.2 That School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

3 Students will be assigned a school-owned device for learning. For some grades, the device will be assigned to them for an entire academic year. This document provides students, parents/guardians and teachers with guidelines on how students will use the school-owned devices, as they learn to be creative, respectable and responsible digital citizens. Students know that the device that has been assigned to them is on loan and will need to be returned to St. Joseph’s Institution International Elementary School at the end of the academic year, or if they leave the School permanently. Failure to do so will result in parents/guardians being invoiced for a replacement at the current market value.

4 School-owned devices belong to the School and are therefore subject to monitoring by the School’s online safety systems. The devices may be collected and inspected at any time. Inappropriate use of the device may result in consequences such as, but not limited to, a restricted use, ban, disciplinary action and/or legal action.

5 Parents and guardians have read and agree to the School’s Acceptable Use Policy (AUP) - Devices, Technology tools and the Internet, which includes use of the following digital online educational resources and tools with the school-domain student accounts:

Book Creator	Creative and collaborative tool for the creation of ebooks
Canva	Digital graphic design tool for posters and infographics
Code.org	Control and programming platform
CoSpaces	Creative and collaborative tool to create digital worlds and 3D models

DuDu	Digital Chinese language guided reading library
Edpuzzle	Interactive formative and summative video assessment tool for teaching and learning
Epic!	Digital library linked to ES curriculum
Explain Everything	Collaborative presentation tool
Flipgrid	Video reflection and collaboration tool
Google Workspace for Education	Creative and collaborative tools for teaching and learning
Kahoot	Interactive formative assessment tool for teaching and learning
Koobits	Mathematics practise platform
Newsela	Collated and curated news content
Photopea	Photo editing
Quizlet	Study tools
Raz-Kids	Guided reading programme
ReadTheory	English reading comprehension
SeeSaw	Student-created portfolios
Soundtrap	Collaborative music making tool
Speakable	Spanish language tool
TypingClub	Touch typing tutor
WeVideo	Collaborative audio and video tool
VEX	Control and programming tool

6 Students of St. Joseph's Institution International Elementary School agree to:

- 6.1 Be responsible for the device assigned to them
- 6.2 Show respect and care for the device
- 6.3 Report any problem with devices promptly
- 6.4 Show consideration for others when working online
- 6.5 Not deface the device in any way. (e.g.: decorative stickers)
- 6.6 Not eat or drink whilst using the devices

7 When using a device for learning, students agree to:

- 7.1 Ensure that the device is charged and stored in its pre-assigned location in the classroom
- 7.2 Not alter settings (including settings on whole school devices such as desktops)
- 7.3 Only use the device with their school-provided account
- 7.4 Keep their personal details safe and secure
- 7.5 Communicate and collaborate with people they know or who they have been given permission to contact

8 Copyright and file sharing:

- 8.1 Students will follow copyright laws and will credit all resources that are not their own including images, music, videos and text taken from websites and/or books
- 8.2 Students will not download files without permission

9 Google Drive:

- 9.1 Students will use Google Drive to save and store their work
- 9.2 Students understand that Google Drive is accessible from other electronic devices
- 9.3 Students will organise their documents into manageable folders, with guidance if necessary

10 Spare Devices: Spare devices may be available for student use if an assigned device needs to be repaired due to manufacturing faults. Spare school-owned devices may also be available if a student accidentally damages their device. Repeated damages to a school-owned device may incur charges to the parents and/or guardians

11 Inspection: Students are fully aware that a school-owned device can be requested for inspection at any time to check for proper care, maintenance and appropriate usage

12 Digital Citizenship: Students will:

- 12.1 Respect themselves and others
- 12.2 Protect themselves and others
- 12.3 Respect and protect intellectual property
- 12.4 Use school-owned devices solely for educational purposes as directed and guided by the School

13. Violations of the Devices, Technology tools and Internet Acceptable Use Policy:

- 13.1 Parent/Guardians are fully aware of this policy
- 13.2 Should students not adhere to this policy, consequences such as, but not restricted to those below will be applied:
 - 13.2.1 Student/parent/teacher conference with the School's Senior Leadership
 - 13.2.2 Removal of unauthorised files, folders, downloads, software
 - 13.2.3 Restriction of use, internet access and technology privileges
 - 13.2.4 Suspension and/or expulsion