Sacred Heart Primary School, Highgate

Educational Technology Information for Parents

2015

http://web.shpsh.wa.edu.au/macbook.html

Education Technology SHPSH

Our Vision

As a 21st century community we are responsible for quality teaching and learning which enhances meaningful student engagement and promotes responsible (digital) citizens.

Our Beliefs and Assumptions

- All students can learn.
- Technology is a tool that is one part of a quality learning process.
- Meaningful educational technology integration is an essential element to learning in the 21st century.
- Effective teacher up skilling is important in raising competencies. For all educators, students and parents.
- Other effective pedagogical strategies need to work in conjunction with technology.

Systems and Structures

- School funded iPad program in junior program K—3.
- School funded1:1 iPad program in Year 2 and 3.
- Key ICT Teacher working with junior school staff in implementing effective iPad integration.
- Project Based Learning and integrated planning documents have been created using 21st Century Fluencies by Lee Crockett.
- iPad configuration with Apple ID volume license .
- All parents have an Apple ID before 1:1 roll out occurs. Support parents in doing this if required.
- SHPSH to image laptops and coordinate roll out days. Apple consultant will support.
- Maintain communication with parents via posted letter and email to families.
- Digital license for year 4 and 5 students at the start of 2013.
- Teacher integration of 21st century planning and learning strategies through further PD and opportunities and sharing of knowledge gained.
- Parent involvement and participation in information sessions.
- Survey distributions in 2014 and each year following for parent and student feedback on the purchase and roll out process as well as their thoughts on the effectiveness of the program. Students to be surveyed regularly throughout the year.

Our Digital License for Students

Practical Use - Care and Maintenance.	Cyber Safety
Take care of your screen. Clean by following the correct directions. Sweep and Sleep strategy. Sweep you hand across your keyboard then close the lid for it to sleep. Always place your device inside its bag, then into your school bag. Never walk out of the class with your device in your hands. Keep food and drinks away from your device.	Don't place pictures of yourself on line. Avoid giving out your personal information. Don't give out your passwords to anyone. Ask an adult before going to an unfamiliar website. Inform an adult if you see something on the internet you are not comfortable with or you think is inappropriate. Avoid clicking on unfamiliar offers or sites. Don't accept new contacts that you do not know at all. Ask for adult help. Never use someone else's password for anything. Let an adult know if you accidently know someone's password.
Educational Tool	**Well Being**
Your digital device is for learning only at school. Not for playing games. Have your device charged up for the next day at school. Only work from the programs on your device that your teacher has asked you to use.	Be careful of your posture when using your digital device. Sit up straight, Keep the screen away from being too close to your eyes, keep both feet on the floor. Put your digital device on a cushion or stool not on your lap. Put a pillow behind your back if you are on a couch. Avoid your screen being too bright.

Find an adult if you see or read something inappropriate.	The 20/20/20 Rule. After 20 minutes look at something 20 meters away for 20 seconds. Avoid lying on your stomach and using your device. Move into a different position when you start to become uncomfortable.
Digital Etiquette Look away when someone is typing their password. Use headphones or keep the volume low when you are working near others. Avoid copying the work of others. As permission from them before you look at the work on their screen.	**Digital Property** If you see a copyright symbol it means it can't be copied. The information, pictures, music and videos on the internet belong to the people who made them. It is against the law to copy their property.

SHPSH Educational Technology Guidelines
A Sacred Heart Community Round Table Discussion
December 2012

What are your beliefs and assumptions about Educational Technology? What values do you think, we as a community should ensure we maintain and/or develop as we take this journey in Educational technology and 21st Century learning? How does this link with our Vision Statement?

- Our Catholic identity is a relevant part of Educational Technology.
- Teaching and learning is about building character.
- Technology use in the near future will be much more embedded in learning.
- We can be engaging our students more.
- Continual changes in technology are inevitable. We should help students to understand this.
- We cannot replace social skills and human interaction.
- Adult role modelling is vital.
- Technology is a medium to compliment teaching and learning strategies.
- Parents need input and information.
- Teach skills that provide life-long learning.
- Assists in self-directed learning.
- With the change there is a sense of fear.
- A need for digital etiquette.
- Kids react to digital equipment.

What do you think is expected from Sacred Heart when providing Educational Technology in a way that encourages learning and digital responsibility?

- Provide parents with information for how to get help and understanding.
- Provide the best infrastructure.
- Vigilant supervision.
- Parent workshops.
- Accessibility to seeing the use of technology within the learning.
- Role modelling responsible usage.
- Professional development for staff.
- Uphold our Christian values.
- Expectations of use from the school.
- Innovative methods that engage and allow self directed learning.
- Teaching and learning strategies that encourage collaborative learning.
- Educational Technology goal setting by the school.

- SHPSH recruitment policy that encourages skilled teachers with progressive teaching and learning strategies.
- Constant monitoring of use and effectiveness.
- Provide a safe and respectful environment.
- Gain student feedback.
- Develop partnership with Cyber-Safe police unit.
- Development of student "digital license".

What do you think is expected of families and students in regarding the use of Educational Technology at home and at school?

- Challenge parents. "What are they modelling at home with their own computer and where is it placed in the home?"
- School structures to support home usage.
- Follow set expectations from the school.
- Accommodate different parenting styles.
- Role model responsible usage.
- Teach understanding about care for equipment.
- Parents seek opportunity to attend workshops at the school.
- Students encouraged to share their learning at home.

Student Educational Technology Forum – A Round Table Discussion with Sacred Heart Students

To follow up from our community round table discussion, some of our students from Years 4,5 and 6 discussed the following questions and the following responses came from the conversation. Their feedback also informed our practise and Digital Licence process.

What are your thoughts and feelings about using Technology at school for learning?

- It makes people want to learn.
- Gives them motivation and determination to learn.
- Can use technology in your future employment.
- Helps us get ready for high school.
- Don't have to carry as many books.
- Our parents can see what we are learning at school.
- It is portable.
- Helps us to connect with and learn from others.
- Able to present our work in creative and interesting ways.
- We should still learn how to do handwriting.
- We would have less anxiety about forgetting work.
- We don't have to use technology all the time, for some things we don't need computers.

What do you think is expected from Sacred Heart when providing Technology in a way that encourages learning and digital responsibility?

- Strict rules about social media.
- We should be taught to use it safely and responsibly.
- Students learn from using technology. Learning not playing!
- The school should monitor Internet use by everyone.
- The focus should be learning about the subject.
- Let parents know that the learning is happening.

What do you think is expected of families and students when using Technology at home and at school?

- Separate learning form playing.
- Use only during school time.
- Be careful with handling the computers.
- Parents and the school are responsible for the safe use and the monitoring.
- Incorporate but restrict technology use in their daily life.
- Students should use technology purposefully.
- Students need to be organised with charging batteries and packing laptops ready for the next day.
- Students should have an organised hard drive.
- Students with their own laptops should have a digital licence. Inappropriate use may mean the licence is taken away for a period of time.

Student Misconduct

Technology Misconduct includes:

1. Cyber Bullying or taunting
2. Accessing inappropriate information or images
3. Using a digital device at school in a manner that does not enhance learning. For example, accessing and playing un-educational games.
4. Not following the directions and instructions set out by a teacher in a learning situation.

If there are incidents of student misconduct in regard to the use of technology devices, parents will be immediately notified and depending on the severity of the incident this may result in the removal of the student from the digital learning program for a period of time.

If this does occur the school and teacher will make alternative provisions that still enable the student/s to learn the same content. Consequences will be directed in assisting the student to develop a sense and responsibility and accountability when using technology. Parents will also be advised on how they can support their child to learn from the incident.

Home use Guidelines for our Parents

Sacred Heart, Highgate suggests the following guidelines for technology use at home.

- Always ensure your child is interacting with a digital device in a shared area of your home with an adult present and aware of the context that your child is using the device.

- Because students use their device during their school day, set time limits in regard to technology use after school. Use a visible timer if necessary. Maintain uses of laptops or other devices only for homework and preparation for school learning. Under supervision allow recreational use of devices for weekends only.
  In regard to student "down-time" activities, **traditional play methods (sport, puzzles, lego, construction, drawing/painting, learning a musical instrument) is always recommended instead of time on a digital device**.

- Any student use of social media or digital interaction between students (outside of school hours) is not supported by the school. Parent should be aware whether their child is engaging in such practice.

- **Consider the following questions when your child is using a digital device at home**:
1. *Do I know exactly what he/she is doing?*
2. *Is this beneficial to their learning?*
3. *Is the time spent on the device appropriate and does it compromise their wellbeing?*
4. *Have they had enough exercise or other recreational (down-time) activity today?*

Parents are suggested to visit and learn from

http://www.bewebsmart.com/