

INTERNET / E-MAIL POLICY

St Joseph's uses a variety of technological devices and software for teaching and learning. These include iPads, laptops and iMacs in computer labs.

A continued emphasis has been on students becoming well educated on the School's protocols and ethical use of ICT learning and life.

Students in Year 7 and 10 are involved in iPad and laptop support days to educate and train students on how to safely navigate and utilise online resources.

St Joseph's Catholic High School is pleased to offer students access to the computer network for use of the e-mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the Student Responsibility Agreement Form issued at the start of the year to their Homeroom Teacher. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and other information sources while exchanging messages with Internet users throughout the world.

Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

GUIDELINES FOR ELECTRONIC SUBMISSION OF WORK

(To be read in conjunction with relevant Year Level Assessment Policy documents)

Students submitting work to teachers in electronic form, should observe the following guidelines:

- Ideally, work should be submitted on-line through Google Drive, email or Moodle, rather than on removable media (eg CD, floppy disc, thumbdrives etc)
- If e-mailing work, students should only use their School e-mail account. Mail from external sources such as Hotmail are often detected as "spam" and blocked by the School e-mail filters. Students can access their school e-mail account from anywhere in the world by going to: <http://mail.dowstu.catholic.edu.au>
- Before bringing work to school on removable media, students should check that the file can actually be opened from that source.
- Large presentation files should be submitted on Google Drive or a thumb drive, as directed by your teacher and students should check that the file will run from the thumb drive before submitting it.
- If students wish to submit electronic work using a method other than those outlined above, they should obtain advice and written permission from the teacher concerned well before the due date.

DIGITAL DEVICE PROGRAM

In the new Australian Curriculum, students develop ICT capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. Students will learn to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment. Information and communication can transform the ways that students think and learn, and give them greater control over how, where and when and how they learn.

<http://www.australiancurriculum.edu.au/generalcapabilities/information-and-communication-technology-capability/introduction/introduction>

St Joseph's Catholic High School is a technology rich school, which integrates technology into all aspects of learning and teaching. We believe that students at St Joseph's should be equipped to face the challenges our digital world provides.

St Joseph's Catholic High School Digital Devices Program strives to prepare our students in Years 7-12 for the 'on-the-go' mentality in our contemporary lifestyle. In a world that demands we manage information, communicate and collaborate anywhere, anytime, student's need to be equipped with these skills and apply them to their learning, their personal life and in readiness for the workplace.

The St Joseph's Digital Devices Program aims to develop skills that will prepare our students for their role in an increasingly digital world. By providing opportunities such as Coding Competitions, Joey's Makerspace, 3D modelling and printing, students are encouraged to develop skills in computational thinking, high order problem solving, creativity and design – relevant, real world, hands-on skills for learning. The Digital Devices Program will also enable staff to deliver lessons in more innovative and engaging ways to support and enhance student learning.

Our Staff are committed to developing teaching and learning programs that reflect the need to integrate these ICT skills into our student's everyday life, enabling them to meet the challenges of 21st century living in a capable, safe and responsible manner.



The Digital Devices program at St Joseph's, involves each student being equipped with a **BYODD Apple iPad** in Years 7 – 9 and an **Apple MacBook Air laptop** in Years 10 - 12 for school and home use to support communication and collaboration among peers and teachers. These devices are high quality tools for creative and engaging learning. Students will also have around the clock access to resources and learning support material to assist them in their learning journey.

We look forward to a year of creative and innovative learning alongside our students.