Strathalbyn
CHRISTIAN COLLEGE
Learning God's Way

Information Technology

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INTRODUCTION

Educators across Australia and the World have recognised that we need to adopt ICT as a valued tool in education but we also need to teach young people how to use these tools effectively and safely. At Strathalbyn Christian College we endeavour to educate students in wise and discerning use of ICT, with our focus being on building good character in our students.

Technology offers us opportunities to teach students the skills of collaboration and communication in both real and virtual spaces. Creativity can be enhanced as students enjoy using the digital media they find so engaging. We hope to improve students' organisational skills and develop in them the habits of lifelong learning through integrating ICT more fully into curriculum delivery.

Strathalbyn Christian College is an Apple-only environment. Some parents/guardians will be very familiar with Apple devices, whilst for others this may be their first experience. This booklet has been produced to assist those who need help with navigating the Apple world, particularly setting up iPads, installing Apps, setting restrictions on the device etc. It also provides information on use of devices at the College by students, and expectations for them.

We hope you will find the following pages useful.

INFORMATION TECHNOLOGY AT THE COLLEGE

Cyber Safety

You will be pleased to know that the College uses effective content filtering through a web filtering platform provided by Family Zone's School Zone. This applies whilst students are connected to the College internet.

However, it is important for parents/guardians to realise that they still need to be vigilant and help their children set effective boundaries around technology.

This means establishing:
- time restraints;
- location limitations (i.e. ensuring children use their device in a public space, rather than alone in their bedroom etc.),
- restrictions on social media, and
- transparency of passwords and access

We are excited to let you know that from the beginning of 2018, the College will be providing Family Zone's Mobile Zone product which will enable you to protect your child/ren's mobile devices anywhere in the world. This will be an opt-in system for parents who wish to make use of it.

It is also vital that you take administrative control on your child's device so that you can access and change settings, monitor Apps and place restrictions where necessary. *Please refer to the Parental/Guardian Controls section in this document for further information on how to do this.*

The College recommends that parents/guardians check their child's device for inappropriate content on a regular basis.

The College Information Technology Contract, signed by both students and parents/guardians, applies to all devices used at the College. Parents/Guardians have primary responsibility for monitoring the use of and content on their child's device. The College recommends that parents/guardians have full password access to all student devices and regularly monitor them.

Help Desk

We have an IT Help Desk at the College which is located in the Library. IT support is available to assist students with technical queries or difficulties with their devices. Parents/Guardians may also contact the Help Desk if they need assistance.

The IT Help Desk is open Monday to Thursday from 8.30am to 4.00pm. Please email helpdesk@scc.wa.edu.au with any questions or queries.

Information Technology Contract

Strathalbyn Christian College provides various means for students to use technology for their education. This contract seeks to establish a clear understanding of the purpose of technology and the limits of its use as an educational tool.

All Information Technology used during school-based activities at the College should relate to the course/s of study undertaken by students and the work requirements of those courses.

Please see Appendix A at the end of this booklet for a copy of the Information Technology Contract signed by parents and students, upon enrolment at the College.

New students to Strathalbyn Christian College should complete this form and return it to Student Services, on or before their first day at the College, in order to activate their personal user account.

Existing students are not required to sign a new contract each year but continue to be bound by its requirements.

Please contact the College Office on phone 9938 9100 or email helpdesk@scc.wa.edu.au if you have any queries.

STUDENT DEVICES

iPads (Years 7-8)

All secondary students in Years 7 and 8 are required to have their own Apple iPad and bring it to class every day.

Devices should be compatible with iOS 11. Current models are:
12.9-inch iPad Pro (2nd generation)
12.9-inch iPad Pro (1st generation)
10.5-inch iPad Pro
   9.7-inch iPad Pro
iPad Air 2
iPad Air
iPad (5th generation)
iPad mini 4, 3 & 2

iPads can be either a mini or full-size. The College discourages the purchase of 4G iPads (ie; connects to the internet via mobile SIM card). Should you purchase this type of device, the SIM card should not be installed for use at school.

Before your child starts using their iPad

The iPad will need to have:

- **An Apple ID** (see Apple Information Section below)
  - ➢ The College recommends that parents/guardians use iTunes cards for their child's iPad, rather than linking credit cards etc. to the Apple ID;
  - ➢ We suggest that each student has their own Apple ID. This makes things easier when we are assisting students at the Help Desk, and will also assist your family with syncing different devices if you have multiple children/devices;
  - ➢ If you don't wish the child to have their own email address, a suitable parent/guardian email address will be required to make a new Apple ID – gmail accounts are ideal for this;
  - ➢ It is a good idea for parents/guardians to know their child's Apple ID details and password.

- **Appropriate Parental Controls in place** (see Page 9 for further information on this).

- **Apps installed for use at school** (the College will provide students & parents/guardians with Apps required for different subjects with Equipment List information).

MacBooks (Years 9-12)

Secondary students in Years 9-12 are to have either an iPad *or* a MacBook with them in class every day.

Similar comments apply to MacBooks as to iPads in relation to parental controls and internet access.

iPad and MacBook Student Use

Please refer to the **iPad and MacBook Student Use Policy** which is available on the College website under Parents/Forms & Policies.

APPLE INFORMATION

Apple ID

Your Apple ID is the account you use for everything you do with Apple, like shopping in the iTunes Store, signing into iCloud, buying an app, and more.

In most cases, your Apple ID is also the primary email address of your Apple ID account. It is important to remember your password.

If you are having issues signing in with your Apple ID or forget your password – log on to the Apple Website https://iforgot.apple.com/password/verify/appleid and follow the prompts.

Redeeming iTunes Gift Cards and Content Codes

Please visit https://support.apple.com/en-au/HT201209 for instructions on how to redeem iTunes gift cards.

Additional Information

- If you can't read or redeem your code, view iTunes Store Invalid, inaction, or illegible codes: https://support.apple.com/en-au/HT201195
- Promotional codes usually have an expiration date. You must redeem this type of code before the date printed on the card.
- Your iTunes account can have gift certificates, prepaid cards, allowance credits, and free song credits at the same time.
- You can use store credit to purchase items until the credit is gone. To see how much credit you have left, sign in to your account. The updated amount will appear next to your account name.
- You can redeem iTunes Gift Cards through the iTunes Store, App Store, iBooks Store, or Mac App Store. However, you can only redeem Mac App content codes in the Mac App Store.

Understanding Restrictions (Parental Controls)

You can enable Restrictions, also known as parental controls, on iPhone, iPad, and iPod touch. Restrictions stop you from using specific features and applications. Learn more about the types of Restrictions and how to enable or disable them on your device by using this link: http://support.apple.com/kb/ht4213

These are some of the topics covered:
- You can restrict access to the following applications and features on the device
- You can prevent access to specific content types
- You can prevent changes to privacy settings, including
- You can prevent changes to the following settings and accounts
- You can restrict features within Game Centre

Recommended Restrictions Settings for iOS are included in the following table. These settings provide a safe start point and can be relaxed as seen fit by parents/guardians. Access to the App Store, iTunes Store and iBooks store are disabled. To Download Apps, Books, Music and Movies temporarily allow access to the appropriate store and then disallow again once complete.

Basic	
Safari	On
Camera	Off
Facetime	Off
Apps, iTunes and other Purchases	
iTunes Store	Off
Apple Music Connect	Off
iBooks Store	Off
Podcasts	Off
Installing Apps	Off
Deleting Apps	On
In-App Purchases	Off
Allowed Content	
Ratings for..	Choose Australia
Music, Podcasts, News & iTunes U	Explicit Off
Movies	None
TV Shows	None
Books	Explicit Off
Apps	Choose Appropriate Age
Websites	Choose Limit Adult Content
Password Settings	Choose Always require for purchases and free downloads.
Privacy	
Location Services	**Share My Location** Off. **Location Services** Off . Select Don't Allow Changes.
Contacts	Allow Changes
Calendars	Allow Changes
Reminders	Allow Changes
Photos	Allow Changes

Share My Location	Turn all Apps off Select **Don't Allow Changes**
Bluetooth Sharing	Turn all Apps off Select **Don't Allow Changes**
Microphone	Turn all Apps off Select **Don't Allow Changes**
Twitter	Turn all Apps off Select **Don't Allow Changes**
Facebook	Turn all Apps off Select **Don't Allow Changes**
Advertising	Turn all Apps off Select **Don't Allow Changes**
Accounts	
Accounts	First, Choose **Mail, Contacts and Calendars** and remove any unnecessary email accounts. Next, choose **Messages**, sign out of any accounts Now, Return to General > Restrictions and choose **Don't Allow Changes.** This will prevent the use of iMessages or adding additional email accounts. Combined with disallowing the installation of Apps from the App store, these options prevent messaging on the device entirely.
Background App Refresh	Allow Changes
Volume Limit	You may wish to choose **Don't Allow Changes** after setting a volume limit in **Music > Volume Limit** to prevent your child listening with excessive volume.
Game Center	
Multiplayer Games	Off
Adding Friends	Off

Note:

If your iOS device is missing a particular application or if a certain feature is not available, ensure that Restrictions are not enabled. Symptoms can include:

- App missing from the Home screen (such as Safari, Camera, or FaceTime)
- Feature or service unavailable (such as Siri or Location Services)
- Setting missing or dimmed (such as Mail, Contacts, and Calendar; iCloud; Twitter; FaceTime)

Learn more about using Restrictions (or parental controls) in iTunes (see link at the beginning of this section).

How to Install Apps On an iPad

Please visit this website for information on how to install Apps on an iPad:
https://www.wikihow.com/Install-Apps-On-an-iPad

CANVAS - Learning Management System

The College uses CANVAS, a learning management system which is a way to simplify teaching and learning by connecting all the digital tools teachers use in one place.

Canvas is the backbone of your child's learning and the interface between teachers, students and parents/guardians so that homework, assignments and class work can all be easily accessed by students on their device and constant feedback is available regarding children's progress (through parent/guardian access).

A student's timetable and calendar is accessible in Canvas for students and parents/guardians.

How to Set Up Parent/Guardian User Login

Enter the following URL into your web browser's address bar to get started:
http://scc.instructure.com
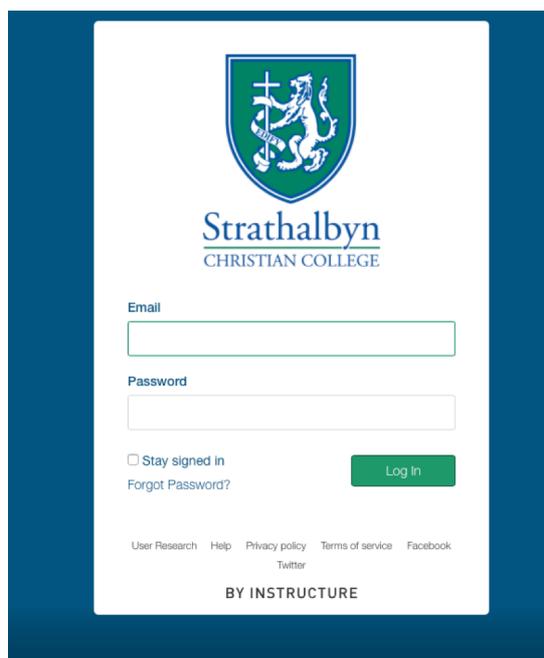
You will be prompted to enter a username and password.
Your **user name** is the email address you receive College communications from.
As this is the first time that you are logging into Canvas, you will need to create a password using the procedure below.

Creating a Password

From the Canvas logon screen click '**Forgot Password'** (or **'I don't know my Password'** on a mobile device) to create a new password.
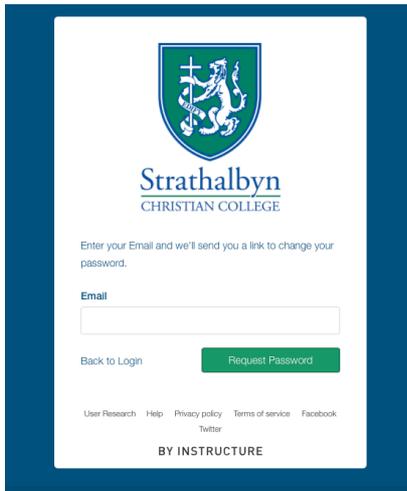
You will be prompted for an email address.

Enter the email address that the College uses to communicate with you and click request password. If you're not sure what your username is, please contact the College IT Help Desk helpdesk@scc.wa.edu.au

Check your inbox (including junk mail folders).

You should receive an email with a link to create a new password.

Click the link and follow the instructions to set your password.

Once you have created a new password, you will be returned to the login page where you may enter your personal email address and your password.

Note: It is vital that you record your password in a secure place.

Information & Notifications in Canvas:

An introductory video about Canvas can be viewed on the College website: https://vimeo.com/155479151. This information will help you navigate around Canvas and also give you a greater understanding of how this learning management system will enhance your ability as a parent/guardian to keep up to date with what your child is learning, and also to keep tabs on when homework is due etc.

Canvas Communication features are used by Teachers in the College in the following ways:
- "Announcements" are a Teacher's main form of communication with students and parents (Kindy to Year 12);
- Teachers will communication with parents about their child through the "In-Box" in Canvas – these messages will come through immediately to your email account.

The College sets some compulsory notification settings which apply for all observers (parents):
- You will receive a daily summary of ALL of the "Announcements" for your child/ren by email;
- You will receive a weekly summary of ALL of the "Due Dates for assessments" for your child/ren by email (only applies for Years 5 to 12);
- If you have multiple children, in different year groups, you will receive all of the information pertaining to your children regarding "Announcements" or "Due Dates" in just ONE email per day or week.

How to Change Notifications

You are able to easily change the notifications in the Canvas system which will allow you to control the volume of emails you will receive from Canvas. Please visit the College website for further Information about Canvas notifications: http://scc.wa.edu.au/parents/information-technology/

Changing settings will apply to **all** of your child/ren's courses; you cannot change settings for individual courses.

If you have any queries about Canvas, or if your child is having issues with the system, please contact Mr Rice at our IT Helpdesk: helpdesk@scc.wa.edu.au.

CAREMONKEY – Online Medical Information System

CareMonkey is an online system where parents/guardians complete a profile of their child's medical information which can then be shared with the College. This system is used for all families in the College.

CareMonkey is used for Before/After School Activities requiring parental/guardian permission, Camps, Excursions and ACC Athletics or Swimming Carnivals, etc.

Responses to events/camps etc. must be done through CareMonkey. Events/Camps are time specific - so if your child/ren wish to attend/participate it is essential that parents/guardians complete the CareMonkey approval by the due date. *Email responses/approvals to the College will not be accepted*.

How to Use the CareMonkey System

1. When you receive an invitation (an email via CareMonkey) please log into CareMonkey (either on your computer or via the CareMonkey app on mobile phones) and view the Notifications and Requests. NOTE: Please do not reply to CareMonkey generated emails.

2. Click on the eForm Request you wish to respond to. Here you will be able to view details of the event/camp and also download any letters or itineraries which might be attached.

3. If your child **WILL** be attending – scroll down and answer the questions on the form. If your child **WILL NOT** be attending – skip to the next step.

4. At the bottom of the form is the Acceptance (which has a red star next to it).
   If your child **WILL** be attending the event – please click **ACCEPT**.
   If your child **WILL NOT** be attending the event – please click **DECLINE**.

5. Click "Save Response".

6. The Consent Page will appear - click "Done".

7. You can repeat the process if you have multiple requests to attend to. Events you have responded to will now show up in "Upcoming Events" on CareMonkey home page.

Frequently Asked Questions

Is the CareMonkey system secure?
- The CareMonkey system uses sophisticated security measures to keep data safe. Detailed information about security for the system is available on the CareMonkey website here.
- Parents/Guardians control what information is available and can update the information at any time.
- The details will never be made available to any other party without your permission. Your details will never be used, sold or rented to another organisation for any purpose.
- Also see the CareMonkey Privacy information here for further details.

Who can see my child's information when I share this with the school?
- The school administrators and teachers on excursions/camps may have access to your child's care profile. All access requires usernames and passwords and all data is encrypted in the database.
- The College understands that the information provided about students is private and sensitive; staff have the same high level of confidentiality with this information as per paper-based records.
- See the College Privacy Policy here for further information.

Would a parent/guardian volunteer on a camp have access to my child's medical information?
- **No** - only teaching staff and "administrators" will be able to access and view student medical information. Teachers may advise parent/guardian volunteers verbally regarding medical issues of children on a camp/excursion for duty of care purposes, but volunteers will never have direct access to CareMonkey information.

What happens if I ignore emails about events/Camps from CareMonkey ?
- Emails from the CareMonkey system will have a "due date" when responses are due by. The best idea is to respond as soon as you get an invitation (to avoid receiving lots of reminder emails/texts).

What if I respond "No" or "Yes" to an event, then change my mind?
- If you answered **NO** to an event, then circumstances change and your child would now like to attend - please send an email to admin@scc.wa.edu.au with your child's name and the eForm you have declined and ask that the eForm be reset.
- If you answered **YES** to an event, then circumstances change and your child will not be able to attend - please send an email to the staff member in charge of the event (the name on the information letter) advising them of the change. Your child's profile can then be removed from the event in CareMonkey.

What happens when my child leaves the school?
- When your child leaves the school the profile will be archived and not available on mobile devices anymore. Further, any new changes you make to the profile will not be shared with the school.
- This does not delete the care profile from your account.

How often do I need to update the information?
- Once you've completed the care profile for your child it is easy to keep it up to date. You will only need to update data when things change. For example, a new emergency contact, updated mobile phone number, a new medical condition, an updated asthma plan, and so on.
- The College will ask you to log in from time to time (e.g. twice per year) to confirm that details are still up to date.

How to Respond to CareMonkey eForms

If you are having problems responding to CareMonkey eForms for events, or need further information, please view the "CareMonkey" section on our website: http://scc.wa.edu.au/parents/information-technology/

If you have any queries about CareMonkey, or issues with setting up a CareMonkey profile, please contact Student Services: studentservices@scc.wa.edu.au.

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INFORMATION TECHNOLOGY CONTRACT

Strathalbyn Christian College provides various means for students to use technology for their education. This contract seeks to establish a clear understanding of the purpose of technology and the limits of its use as an educational tool.

All Information Technology used during school-based activities at the College should relate to the course/s of study undertaken by students and the work requirements of those courses.

Technology Use:
- Internet access is available through both "Bring Your Own" Devices (BYOD) such as iPads and MacBooks, or College devices.
- Private use on devices, such as social media, messaging, software updates, media downloads etc., is not permitted.
- Students are trusted to do the right thing but if this trust is broken then the consequence will be a restriction in the freedom of a student's use of technology.
- By using any form of technology in the College, a student is deemed to have agreed to the conditions of this Contract and is therefore bound by its terms and conditions.
- Students must understand that the use of technology to harass, threaten or intimidate other people, convey images without permission or of a sexually explicit nature is also covered by Australian Law and may lead to prosecution. Evidence of such misconduct will be passed on to the relevant authorities immediately.
- This Contract should be read in conjunction with the Student Code of Conduct which is signed by students at the time of enrolment.
- Students should be aware that the contents of emails, personal files, downloads or details of sites visited may be examined by College IT staff from time to time.

Students must:
- Use their own personal user account – never another student's;
- Only use their device in the presence of, or with the permission of, a supervisor;
- Report malfunctions or difficulties with IT devices to the supervising teacher or IT Helpdesk;
- Log off when leaving a College workstation (not simply lock the computer).

Students must not:
- Use any form of social networking (e.g. Messenger, Facebook, Snapchat, etc.);
- Use private email accounts (all email accounts must be College issued);
- Play any form of game other than that specified by a teacher for specific educational purposes;
- Use devices to play music, other than that specified by a teacher for specific educational purposes;
- Load or save any program that violates any form of property rights or copyright (e.g. movies or music files);
- Attempt to install, customise, modify or tamper with College software or hardware;
- Circumvent any restriction placed upon hardware, software or the Internet;
- Access, alter or use information from other student's files or other unauthorised College files;
- Use the internet to access material that is violent, pornographic, offensive or illegal;
- Use any form of communication to harass, threaten or bully any other person.

Any breaches of this Contract will result in personal user account privileges being suspended and further discipline as deemed appropriate by the Deputy Principal or the Principal.

New students to Strathalbyn Christian College should complete this form and return it to Student Services on or before their first day at the College, in order to activate their personal user account.

Existing students are not required to sign a new contract each year but continue to be bound by its requirements.

Please contact the College Office on phone 9938 9100 or email helpdesk@scc.wa.edu.au if you have any queries.

F:\Reception\Forms\Information Technology Contract v1.0   Last Updated: November 2016

Phone: (08) 9938 9100 | Fax: (08) 9938 9188 | Enquiries: admin@scc.wa.edu.au | www.scc.wa.edu.au
15 Cedar Crescent, Strathalbyn | Locked Bag 5011, Geraldton WA 6531

INFORMATION TECHNOLOGY CONTRACT

Student Name: _____ Year Level: _____

I have read the conditions of the Strathalbyn Christian College Information Technology Contract and agree to abide by them.

Student Signature: _____ Date: _____ / _____ / _____

Parent/Guardian Agreement

I have discussed the conditions of the Information Technology Contract with my child and will support the College by reinforcing the importance of abiding by the agreement.

I understand that internet access at Strathalbyn Christian College is designed for educational purposes. I also recognise that although the College has filtration systems in place to prevent access to offensive materials, these measures may fail due to inaccuracies in detection or through intentional circumvention.

Parent/Guardian Name: _____

Parent Signature: _____ Date: _____ / _____ / _____

The Information Technology Contract may be updated from time to time. Parents and students will be advised of any changes via The Link.