DIGITAL TECHNOLOGIES POLICY
STUDENT ACCEPTABLE USE AGREEMENT
Edgars Creek Primary School 5310

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-to-1 personal device program (BYOD program).
(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
(c) the school's commitment to promoting safe, responsible, and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Edgars Creek Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy.*

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

Edgars Creek Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers, and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources, and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Edgars Creek Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely

and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads at Edgars Creek Primary School

Classes at Edgars Creek Primary School are delivered with some use of iPads. Students participating in our BYOD program must bring a charged iPad to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means participating students must bring their own purchased iPad with them to school each day. Edgars Creek Primary School has special arrangements with Edunet that offers discounted prices for the purchase of iPads for Edgars Creek Primary School students.

The iPad is for the use of the student owner. They are responsible for all information and content on the device which needs to abide by the Edgars Creek Primary School iPad Acceptable Use and Acceptable ICT and Internet Use Policy.

The use of privately owned iPads while at school will follow the same regulations as applies to our existing school iPads and laptops. iPads must only be used for tasks relating to school work, and inappropriate use will result in confiscation, as determined by the student's supervising teacher at the time. Staff have the right to view any applications, file on the iPad at any time.

The school strongly recommends that when using the iPad at home it is used in a family or common area and not in the student's bedroom or other private space.

Participating students are required to have their own iPad that must:

- be at least a 6th generation iPad to run the required apps
- be clearly named
- be brought to school in a strong protective case and fully charged. Charging will not be an option at school
- have at least 10 GB of storage
- travel to and from school, in a zipped-up school bag. Students are strongly advised to not use the iPad between home and school
- not be taken outside without the direct permission of a staff member either during class time, recess, or lunchtime.
- be put away during eating times. No food or drink should be consumed near iPads
- must not be left unattended, on the ground, a chair or left outdoors at any time.

Please note that our school does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Edgars Creek Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have some school-based iPads that can be used by students in certain circumstances.

Students, parents, and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Principal.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Edgars Creek Primary School, we are committed to educating all students to be safe, responsible, and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Edgars Creek Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible, and discerning use of digital technologies, including but not limited to Google Suite, Seesaw and Apple Apps.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and Compass updates.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher immediately.

All messages created, sent, or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Edgars Creek Primary School 's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing

of inappropriate or unlawful content), Edgars Creek Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy will be approved by School Council in March, 2021 and is scheduled for review in March, 2022.

EDGARS CREEK PRIMARY SCHOOL
DIGITAL TECHNOLOGIES

STUDENT ACCEPTABLE USE AGREEMENT and PUBLICATION CONSENT

Rationale

Edgars Creek Primary School supports the belief that through Digital Technologies we equip students to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for students to be able to create and use information in a discriminating, effective and creative manner.

Edgars Creek Primary School uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources but acknowledge they must be used responsibly. **Students will not be able to use devices at school prior to this agreement being signed.**

Your child has been asked to agree to use the Internet and devices responsibly at school.

Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed and some data will be housed on servers which are not located on school grounds, or within Victoria this also includes internet based services such as Google Docs.

At Edgars Creek Primary School, we:
• have a Cybersafe and responsible use program across the school. We reinforce the school code
of conduct, values and behaviours when using technology and the internet
• provide a filtered Internet service
• provide supervision and direction in Internet activities and when using devices for learning
• utilise devices for educational purposes e.g. Podcasts, photos from excursions
• work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
• provide support to parents to understand this agreement
• provide support to parents through information evenings and a variety of related information
• reserve the right to withdraw/limit the opportunity for the children to access online resources and devices
• reserve the right to check student iPads to ensure all content is appropriate and aligns with agreed behaviours as outlined by this Acceptable Use Agreement
• reserve the right to withdraw/limit the use of devices, including personal iPads due to the misuse, including but not limited to accessing inappropriate sites e.g. Facebook.

BYOD iPad Program

Our 1-1 BYOD iPad Program is for our students where they have signed this user agreement and have a personal iPad.

The student will be responsible for their own device and protective cases are required. Names should be clearly visible on devices. Student iPads will be locked in secure cupboards during recess and lunch breaks as well as when students are in specialist classes unless they are required.

Students are responsible for all information and content on their personal device which needs to fit within our Acceptable Use Agreement.

The students should come to school each day with sufficient charge for the day's activities. Charging will not be an option at school.

The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be stored away safely when not in direct use.

They will not be taken outside without the direct permission of a teacher either during class time, recess, or lunchtime.

The school has the right to collect and examine any device that is suspected of causing problems on the network or was the source of a security attack.

The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.

iPad Restrictions

We strongly suggest that parents/carers look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for "Allow Content". This can be made appropriate for the Primary School age group for the different categories. The passcode should not be known by the student but kept by the parent/carer.

iTunes Accounts

An iTunes account is necessary to download applications (software) to allow the iPad to function.

Parents/carers will be asked to download core educational apps from the iTunes Store. Some apps may require payment, but these will be kept to a minimum.

This will be accompanied by instructions to create an iTunes Store account and to download the required core apps for the program. It is not necessary to use credit card details for the creation of an iTunes account. We strongly recommend not putting in credit card details.

By using the iTunes software, a user agrees to be bound by the terms and conditions of the Software Licence Agreement

By using the iTunes Store website, a user agrees to be bound by the Terms and Conditions of Use that apply to the website.

Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items.

A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.

Additional apps purchased will be the responsibility of parents/carers and reflect the behaviours promoted in the school Acceptable Use Agreement.

Edgars Creek Primary School would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.

Parental controls should be set on the iTunes account and password protected to ensure they stay in place.

Internet

Only the wireless internet gateway provided by the school is to be used. 3G, 4G, 5G networks are not to be used.

Care of iPads at school and home

The student will be responsible for their own device which should be clearly labelled with their name and in a protective case.

Edgars Creek Primary School takes no responsibility for any loss or damage incurred to personal owned devices either at school or in transit to and from school and insurance is the responsibility of the family.

Any issues with the device are the responsibility of the student/family to resolve.

iPads At Home

Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment etc.

Always use both hands when carrying the iPad. iPad covers should be in place anytime the iPad is not in use. Always put the iPad in a safe place when it is not being used.

The iPad may be damaged by water. Keep it away from drinks, other liquids, and rain.

Clean the iPad with a soft lint free or microfiber cloth. Never use cleaning liquids.

Take care when inserting and removing cords to the iPad. Never force cords in as it may cause damage.

Do not expose the iPad to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time.

Edgars Creek Primary School
Digital Technologies and BYOD iPad Program
Acceptable Use Agreement

Parent/Carer Responsibilities
(Please read the information below, prior to signing this agreement)

1. It is expected that the iPad will be brought to school each day and will be available for school related work by the student at home.
2. Parents/carers are responsible for monitoring their child's use of the iPad/internet at home. A family discussion and agreement is recommended.
3. An Apple ID is required to download apps and other content onto the iPad. The owner of an Apple ID must be at least 13 years old; hence parents/carers are responsible for the Apple ID used with the iPad and what content is downloaded.
4. Parents/carers are responsible for syncing all updates on the iPad.
5. All material on the device should be legally licensed and suitable for a primary school aged child.
6. Parents/carers should notify the classroom teacher if their child is unable to bring the iPad to school.

Student Responsibilities
(Parents are asked to carefully read and discuss this section with their child prior to signing.)

The use of the iPad at school is a privilege. Inappropriate or unauthorized use of the device at school may result in this privilege being removed. The iPad is to be used in accordance with our digital technologies policy and School Code of Conduct. The student must agree to the following conditions:

For students in Prep – Year 2

1. I will follow all of the rules as stated in the Edgars Creek Primary School Internet and iPad Acceptable Use Policy.
2. I will take good care of my iPad.
3. I will only use the device during class time when allowed by the classroom teacher.
4. I will only use apps with the permission of my teacher.
5. I will not use the device during recess or lunchtime unless I have permission from my teacher.
6. I will not remove the iPad from the classroom without the teacher's permission.
7. I will take care when transporting my device to and from school and will ensure that it is always in a waterproof cover in my school bag. I will not drop, kick, or throw my school bag when it contains my iPad.
8. I will use my iPad in ways that are appropriate, meet school expectations and are educational.
9. I agree that any inappropriate use of the device will result in school discipline that may include the loss of the privilege to use the device for the remainder of the day, or longer.
10. I will bring the iPad to school each day fully charged. I understand I will not be able to charge my iPad at school.
11. I am aware that photos and videos of other people taken on my iPad may not be uploaded to the Internet without their permission.

For students in Year 3 – Year 6

When I use technology, both at school and at home I have responsibilities to follow. I agree to:

• be a safe user whenever and wherever I use technology

• be responsible whenever and wherever I use technology

• support others by being respectful in how I talk to and work with them, and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviour

• report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others

• follow age appropriate recommendations for online sites. Refrain from registering for any online sites or downloading apps that are age or otherwise prohibited e.g. Tik Tok (13+) Facebook (13+), Instagram (13+), Snapchat (13+) Kik (17+), as these sites/apps may put me at risk.

When at school I agree to:

• behave in a way outlined in the schools' Code of Conduct when online or using devices

• keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password

• use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student

• not bring or download unauthorised programs or files

• not search inappropriate sites e.g. violent or rude content

• use an 'online name' and avatar when sharing my work online

• remember that the content on the web is someone's property and ask my teacher/parent to help me get permission if I want to use information or pictures

• think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions

• Not have any social media applications, or applications with an online chat feature on my device including, but not limited to apps such as Tik Tok, Snapchat, Live.ly, Instagram, Kik, Tumblr and Facebook

• turn off FaceTime, Messages, and notifications (excluding Calendar) in my iPad settings.

I will talk to my teacher or another adult if:

• I need help online

• I am not sure what I should be doing on the internet

• I come across sites which are not suitable

• someone writes something I don't like, or makes me and my friends feel uncomfortable or

• asks me to provide information that I know is private

• I feel that the wellbeing of other students at the school is being threatened.

When I use any device with the capabilities to record others (video, audio, photos) I agree to:

• use it as requested for learning purposes as specifically directed by my teacher

• be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate, or hurtful to me or anyone else.

• when using a device with a camera I will:

      - only take photos and record sound or video when it is part of a class or lesson

      - seek permission from individuals PRIOR to taking photos, recording sound or videoing them (including teachers/staff)

• be respectful in how I talk to and work with others online and never write or participate in online bullying
• seek teacher permission before uploading any content to websites, blogs, etc.

Edgars Creek Primary School

Digital Technologies and BYOD iPad Program Acceptable Use Agreement

Student Section

 Student Name: _____

Class: _____ Date: _____

I have read with my parents the Edgars Creek Primary School Digital Technologies and 1-1 BYOD iPad Program Acceptable Use Agreement. I agree to follow the expectations contained in this agreement.

I understand that failure to follow this Acceptable Use Agreement may result in me having my privilege suspended or revoked.

Student Name: _____   Grade: _____

Student Signature: _____   Date: _____

Parent/Carer Section

 I have read the Edgars Creek Primary School Digital Technologies and 1-1 BYOD iPad Program Acceptable Use Agreement. I give permission for my child to participate.

I understand that failure to follow this Acceptable Use Agreement may result in my child having their privilege suspended or revoked.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____   Date: _____