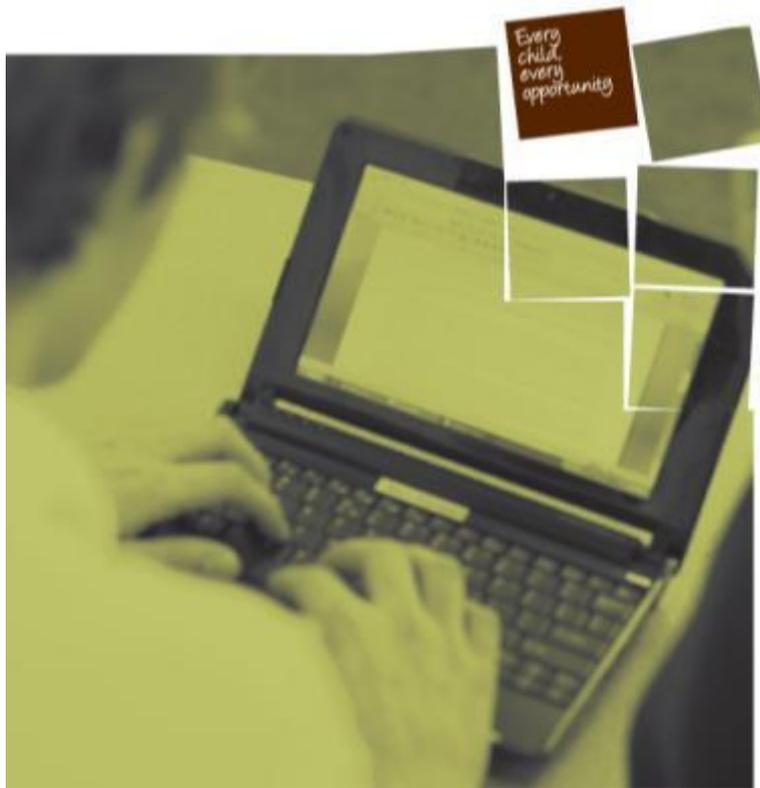




Barwon Heads Primary School iPad Program 2014



Acceptable Use Policy



Acceptable Use Policy – Barwon Heads Primary School

Part A– This agreement is to be signed by the student and parent.
See part D for support information.

Student/Family Commitment:

Definition of Digital Technologies

The Barwon Heads ICT Acceptable Use Policy applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- BYOD Devices (iPads)
- All relating to our GAFE (Google Apps For Education Account)
- Email and instant messaging
- The Internet and Server Network
- Social networking sites (e.g. Facebook, Twitter, Edmodo)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia, Wikispaces)
- Vod and podcasts
- Video conferences and web conferences.

This ICT Acceptable Use Agreement applies when I am using any of the digital technologies at school, at home, during school excursions, camps and extra-curriculum activities.

Student Participation Agreement

General Use

1. I will **bring my iPad to school each day.**
2. I will ensure the **iPad is charged** at the beginning of each school day.
4. I will **keep the iPad in its case** when transporting it around the school or to and from home.
7. I will **keep food and drinks away** from the iPad at school.
8. I will **immediately report any accidents or breakages** to my parents and teachers.

Content

9. I will use the iPad only to **support my school learning program.**
10. I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit. I understand there will be **consequences** for inappropriate use.
11. I will not use the iPad for games unless approved by my teacher or parents.

Safety and Security

12. I will **only only go to websites at school** which support my learning activities.
13. I will be **cybersafe** and **cybersmart** when using the internet.
14. I will demonstrate **etiquette** when using my laptop and other equipment with regard to other people.

15. I will use the iPad lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the internet and the protection of personal data.
16. For security reasons, I am **not to share account names and passwords** with anyone unless requested by staff or technicians when servicing the laptop.
17. I am **responsible for the security and use** of the devices. A lockable storeroom will be provided for students to place their equipment during lunch and play breaks.
18. I understand if the above conditions are not followed, I will **not be granted the authorisation to use** the Apple iPad and devices.

Part B –Support for responsible and ethical use of technology

Barwon Heads Primary School uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and Mobile technology responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At **Barwon Heads Primary School** we:

- have a cyber safe 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 mobile technologies for learning
- utilise mobile technologies for educational purpose
- work towards setting tasks that ask your child open questions, so they can not copy and paste all answers from the Internet
- provide support to parents to understand this agreement
- provide support to parents through information evenings
- Use the SAMR model when using the technology as a tool to enhance the curriculum



Part C – Lease Agreement

1 Lease Arrangements

- (a) **Barwon Heads Primary School** shall lease the iPad to the Lessee during the lease period. The Lessee shall pay the lease fees set out in Schedule One (attached). The lease fees must be paid by the due date without any set off or deduction.
- (b) The lease fee does not include any consumables such as paper, ink or toner that may be required to be used with the iPad.
- (c) The Lessee shall have the option to obtain the iPad at the end of the lease for \$2.00.

2 Termination

- (a) This agreement comes to an end:
- (i) At the end of the lease period.
 - (ii) In the event of default as defined in subclause (b) hereof.
- (b) Default occurs if:
- (i) Lease fees are not paid by the due date.
 - (ii) The Lessee is subject to insolvency or other proceedings which place the iPad at risk for loss or seizure by others.
 - (iii) The student leaves **Barwon Heads Primary School** prior to the end of the lease period.

3 Cost

- (a) The total cost payable:
- Grade 4 - 3 year total under the lease is \$450. This will comprise 3 annual lease payments of \$150.
 - Grade 5 - 2 year total under the lease is \$300. This will comprise 2 annual lease payments of \$150

4. The Netbook

- (a) The Lessee and the Student will operate, maintain and store the iPad with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the iPad and pursuant to any directions given by the school. The lessee will have exclusive, personalised access to the iPad.

5. Insurance

- (a) The iPad is subject to the warranty policy of the supplier as attached.
- (b) Tech support is provided by the school technician for matters concerning school use only.
- (c) Lessee is liable for repairs from deliberate misconduct.
- (d) **Cost for school to investigate repair of damage due to deliberate misconduct will be \$100. Additional costs will be applied for repairs that exceed this amount.**

Part D - Advice for Parents

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which now present online. These are not “Virtual” Issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their “space” if they are using a site which allows them to chat, publish photos, play games etc
- always get them to set the space to “Private” if they use a social networking site – They are then in control of who contacts them and can access their information. They can block out anyone at anytime.
- have the computer with Internet access in a shared place in the house – not your child’s bedroom
- negotiate appropriate times for your child’s online activities and use of mobile phones.
- ask questions when your child shows you what they are doing
 - how does it work and how do you set it up? Can you block out people?
 - who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
 - why is this so enjoyable – what makes it fun?
 - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
 - what are you doing to protect yourself or your friends from these potential dangers?
 - when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

- they might get the blame for any incident
- they don’t think adults “get” their online stuff – it is for students only
- they might put at risk their own access to technology by either:
 - admitting to a mistake or
 - highlighting a situation that might lead a parent to ban their access. (Even to protect them)

Support information for parents around the agreement.

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

Barwon Heads Primary school sees the education of safe and ethical cyber citizens as essential in the lives of its students and as a partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need Cybercitizens who “do the right thing” by themselves and others online, particularly when “no one is watching”.

Safe and ethical behaviour online is explicitly taught at our school and the request is support at home. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images etc

Behave in a way outlined in the schools' Code of Conduct

The schools' Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believe are important for all of the students at your school.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in online spaces.

We recommend that they:

- don't use their own name, but develop an online name and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don't allow anyone they don't know to join their chat or collaborative space. Use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) Once it is published they have lost control of it.

Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying but unacceptable behaviours need to be addressed.

- being online can make students feel that they are anonymous (however online interactions can be traced)
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults
- participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as “free.” Just looking at a page on the internet is a download and is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

[Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers](#)

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

[Not go looking for rude or offensive sites](#)

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's internet access will be reviewed.

[Using the Internet / mobile technology at school to learn](#)

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

[Remembering the content on the web as someone else's property and asking teacher to help get permission before using information or pictures](#)

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.

By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

[Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.](#)

Not everything on the internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. "Tell me about wombats" might encourage him/her to copy and paste facts / images etc about the wombat, but asking the question "What would a day in the life of a wombat be like?" encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

[Talk to my teacher or another adult if I need help or see something I don't like online etc...](#)

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

For further support with online issues students can call Kids Helpline on **1800 55 1800**. Parents/carers call parent line 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

