



DIGITAL TECHNOLOGY – ACCEPTABLE USE

Wangaratta Primary School – Chisholm Street

Wangaratta Primary School is committed to student use of Digital Technology as a tool to expand learning opportunities, further support creative and critical thinking and facilitate global collaboration. Students at Wangaratta Primary School utilise the Apple iPad on a wireless network.

iPads are strictly for educational use, consistent with the educational goals of Wangaratta Primary School. This requires some responsibility on behalf of the students. This Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of the classroom iPads and to ensure the safety of our students when using digital technology.

Students at Wangaratta Primary School utilise the Apple iPad on a wireless network. Wangaratta Primary School provides a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed. Our students will be supervised and provided with support and education from their classroom teacher in regards to the appropriate and safe use of technology and the internet.

To provide a safe educational environment when using digital technologies in the classroom, our school will be utilising a cloud system as a third layer of internet security. Each individual iPad is controlled by this system and allows us to monitor and install applications that are in line with our educational goals, and also block/uninstall settings such as iTunes and the App Store. Students will not have access to internet browsers unless directly supervised by the classroom teacher.

Wangaratta Primary School expects our students to demonstrate our school values of safety and respect. If a student shows an inability to do this and they use the classroom iPads in a disrespectful and/or irresponsible manner, they will lose their iPad privileges until the classroom teacher has spoken to a parent or guardian.

Please read through the details and sign and return the last page of this document. Students will participate in a Cyber Safety program each year that educates our students on how to be smart and safe when using Digital Technology.

iPad Use

- Student iPads will solely be used within the school grounds of Wangaratta Primary School. They will not be available for homework.

Passwords

- Each student has their own login and password for educational programs and educational websites and it is their responsibility to keep it secret. If anyone finds out your password, it is your responsibility to change this immediately with your teacher.
- Parents are entitled to know their child's usernames and passwords. This information is available from your child or from the school.
- At no stage is any student allowed to use another individual's login and password.

E-Mail

- The use of e-mail during class is prohibited unless authorised by a class teacher.

- E-mail services provided by the school are to be used only for educational purposes unless the class teacher grants specific permission.
- Students are prohibited from using any form of communication through the internet of an abusive, derogatory, sexual or harassing nature (this includes mean-spirited e-mails, offensive blogging, statements of a bullying nature, communication with sexual innuendo etc.). This will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters and spam of any kind are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's email account.
- The school's email program is to be used for student mail only and the email domain created by The Department of Education. Other programs such as Hotmail are prohibited and will be blocked.
- School e-mail addresses are not to be given to **ANY** websites, companies, or other third parties without the explicit permission of your classroom teacher.
- Only school related attachments are to be sent on the school email system.
- Email etiquette will be consistently observed by teachers at school. Parents are strongly encouraged to observe their child's email etiquette at home.
- The school's third layer of internet security blocks students being able to email or be emailed from external domains.

Chatting and Instant Messaging

- Instant messaging programs are blocked from student use. It is only permitted and accessible during an assigned, in-class activity that is supervised by your class teacher.

Blogging: Seesaw

- All comments go to an administrator (the class teacher's email account).
- All comments must be authorised by the teacher before being posted.
- Children will not be permitted to post any personal information such as addresses and phone numbers.
- Parents and other families member only have access to an individual student posts on Seesaw, unless selected as a "class post" in which all students can view the student's work.

Audio and Video

Audio and video (including music) on iPads and laptops is to be turned off unless it is specifically required for the activity being conducted.

When sound is needed, headphones provided by the student must be used.

- Any audio or video recording must only be done with the prior permission of all parties being recorded.

iPad Care and Handling

- Students must not lend their iPads to other students unless instructed by a teacher.
- Students must not borrow an iPad from another student unless instructed by a teacher.
- iPads must be carried and transported appropriately in their approved cases at all times. Failure of transporting an iPad correctly could lead to damage and result in permanent loss of data.
- No food or beverages should be in the vicinity of the iPads.
- iPads should be handled safely, responsibility and respectfully
- iPads and iPad cases are not to be defaced in any way.

- Identification sticker on your iPad are not permitted to be defaced or removed.
- Students must have their iPad fully charged at the start of each school day and it is their responsibility to check this.
- It is the responsibility of the student to back up personal files. Students will be instructed on the correct backing up procedures.

Network Access

- Students are prohibited from accessing staff laptops for any reason.
- Students are not to degrade, damage or disrupt online services. This includes tampering with computer hardware or software, vandalising data, invoking computer viruses, attempting to gain access to restricted or unauthorised network services, or violating copyright laws.

File Sharing

- File sharing of any kind is strictly prohibited. File sharing breaches copyright and is subject to appropriate consequences, some of which may be legal.
- File sharing includes the sharing of public or private computer data and/or space and the sharing of music (including iTunes music sharing).
- The only exception to this is when it is specific to an assignment given by the classroom teacher. This is covered through the schools licensing agreements.
- A financial charge may be incurred if re-imaging is required to erase any unapproved software or files.

Deleting Files

- Students are not permitted to delete any folders/applications or files that they have not created or do not recognise. Deletion of certain files may result in a computer failure and will interfere with your ability to complete class work.
- Students should never attempt to change or alter iPad settings, unless authorised by their classroom teacher.

Downloading and Loading of Software/Applications

- Students are not permitted to install custom/individual applications that require administrator privileges. This is blocked and controlled by our cloud network.
- All installed software must be a legally licensed copy.
- All software currently installed on each iPad is legally licensed.
- Students are not permitted to install any unauthorised software programs.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the iPad program.
- Copyrighted movies may not be downloaded to the iPad from the Internet.
- Inappropriate or copyrighted media may not be used as a screensaver or as a iPad background.
- Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements.

Internet Use

- The Internet is a rich and valuable source of information for education.
- Inappropriate materials can be available on the Internet and are strictly prohibited. These materials include items of a sexual nature, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display or store this type of material. Any material found in this nature must be reported immediately to a classroom teacher.

- Students are required to give proper credit to all Internet sources used in school assignments, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- If a student accidentally accesses a website that contains obscene, or otherwise offensive material, he/she is to notify a teacher as quickly as possible so that such sites can be blocked from further access. **This is not merely a request; it is a responsibility.**

Privacy, Use, and Safety

- Students are not permitted to give any personal information regarding themselves or others through e-mail or the Internet without teachers permission.
- This includes information such as name, age, phone number, address (including e-mail address), passwords, etc. Handing out such information is considered
- inappropriate and unsafe.
- Students must not share their private passwords or usernames for network and iPad access. This is important in order to protect the privacy of each student.
- Students must inform their class teacher of any changes to their password. iPads that are provided by the school continue to be the property of the school.
- Therefore the school has the right to view all content at any time.
- The school administration has the ability to access all internet files and accounts of students. The school will regularly access and monitor iPad activities that take place on school-owned devices including logging website access, newsgroup access, bandwidth and network use. The school will use this ability to investigate any misuse that is suspected.
- Any additional device (such as a camera or iPod) used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove the contents from the device.

Google Suite For Education

- As part of the Digital Technology program at Wangaratta Primary School students will use the department version of G Suite For Education.
- The online learning service will include the use of Google Classroom, Gmail, Drive, Calendar, Vault, Docs, Sheets, Forms, Slides, Sites and Hangouts.
- Information collected will include; Name, year level, home group, school, student's department username and password, location information and preferred language.
- G Suite will be used by students for class presentations, discussion about classwork/assignments, class related media including videos and photos and
- emails between student and staff for school related work.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on an iPad, the loss of the use of the iPad and other devices for an amount of time determined by the school and possible disciplinary action.
- These consequences apply to the usage of all equipment owned by Wangaratta Primary School.
- iPads with illegal or inappropriate software or materials on them will need to be reformatted to factory settings.
- In the case of repeated iPad abuse and/or damages, the school has the right to revoke the use of the school's iPad.
- Students are to report any known violations of this Acceptable Use Policy to their teacher. Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.

- It is the responsibility of student for the activities conducted or materials stored on the school's devices.

Breaches of this agreement will result in the student losing their access rights for a period of time as so determined by both the classroom teacher and the Principal. A breach of this agreement will also result in a formal meeting with the student involved and their parent/guardian before the iPad is returned.



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STUDENT

I have read and discussed the Digital Technologies Acceptable Use Policy with my parents/guardians.

I understand and accept the conditions of use and agree to use all Digital Technology at our school in a responsible manner for the purpose it is intended.

I am fully aware that any breach of these conditions will result in disciplinary action and including the possible loss of iPad use for a period of time.

Student Name: _____

Student Signature: _____ **Date:** _____

PARENT

I have read the Digital Technologies Acceptable Use Policy and acknowledge and fully support the conditions presented in the policy.

I give my permission for my child to use the Digital Technology provided by Wangaratta Primary School.

I am fully aware that any breach of these conditions will result in disciplinary action and including the possible loss of iPad use for a period of time.

Parent/Guardians Name: _____

Parent Signature: _____ **Date:** _____

Please return this signed agreement in its entirety to the school at your earliest convenience. The return of this signed agreement allows your child to commence the Digital Technology Program.