



*Learn together,
Grow together,
Achieve together*

Beaumaris

Primary School

Digital Technologies Policy

Students Online

Device Management

Digital Leadership



STUDENT ONLINE



POLICY STATEMENT:

Online Services provided to students at Beaumaris Primary School will only be used for learning related activities and require informed parental consent and appropriate management.

BACKGROUND:

Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to develop protective online behaviour. Beaumaris Primary School makes every reasonable effort to achieve this by educating and informing students and parents, as well as by putting measures in place to monitor email traffic and internet access. **All activities conducted using the Department's online services may be logged and accessed for administrative, legal or security purposes.**

This policy has been developed to assist teachers to put in place school-based processes and procedures that will both protect and inform students and parents in their use of Beaumaris Primary School online services. At our school we continue to work with the Australian Communications and Media Authority (ACMA), the Australian Government agency responsible for Cybersafe and Cybersmart kids programs in schools. The policy closely aligns with our explicit behaviour expectations in the use of digital technology.

BEAUMARIS PRIMARY SCHOOL BEHAVIOUR EXPECTATIONS

	We are Respectful	We are Responsible	We do our Best	We are Safe
Using Technology	<ul style="list-style-type: none"> Keep passwords private Follow directions of staff when using technological equipment 	<ul style="list-style-type: none"> Follow the Digital Technologies policy Sign and abide by the Online/Useage agreement Report problems to the teacher Use technology for learning 	<ul style="list-style-type: none"> Only complete/submit work that you have produced Use technology appropriately to support your learning 	<ul style="list-style-type: none"> Be cyber safe Only access websites (in line with school or Education Department policy) Log off and safely store when not using digital technology

PROCEDURES

ACCESS AND SECURITY:

The Principal must:

- inform parents and teachers of this policy's existence;
- provide students access to online services-enabled computers/tablets within the limits of available resources;
- advise parents that while Beaumaris Primary School will make every reasonable effort to provide a safe and secure online learning experience for students when using the school's online services, it is not possible to guarantee that students will not be exposed to inappropriate material;
- advise parents that any Internet browsing by their child at home or from other non-school locations, will not be via Beaumaris Primary School's online services and

- therefore will not be filtered by the school; and
- approve any material planned for publication on the Internet or intranets and verify appropriate copyright and privacy clearance.
- ensure that all new staff receive an induction course outlining safety protocols and whole school procedures for use of digital technology, students online and device management.
- where appropriate, communicate to parents student misuse of digital technology.

Teachers must:

- provide appropriate supervision (within line of sight and in close proximity to the teacher) for students using the Internet and other online services at school.
- where appropriate, issue and maintain student passwords in a confidential and secure manner, with additional consideration and provision given to early primary and special needs students.
- provide appropriate platforms for internet research (Kiddle search engine, CONNECT community and guided research with QR codes) to minimise the risk for students online.
- ensure that all students participate in an induction process outlining the use of digital technology, students online and device management.
- review expectations in digital technology and cyber safety on a regular basis.
- Make explicit links to the Positive Behaviour expectations so students are aware of the importance of being safe, responsible, respectful and at their best when using digital technology.
- Employ accountability strategies for students such as Airplay, collaborative iPad use and student iPad allocation in Blocks.
- Provide students with login details for wifi that align with Department of Education policy (student login on DAMS)

CONDITIONS OF USE:

Teachers must receive an *Acceptable Usage Agreement* signed by the student or parent before granting students access to online services (See Appendix 1 (K-2) and 2 (3-7) Digital Technologies Useage Agreement)

PERSONAL INFORMATION, PRIVACY AND CONFIDENTIALITY:

The Principal must gain written permission before publishing video recordings, photographs or comments relating to their students.

Teachers must advise students they should not reveal personal information including names, addresses, financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others.

INTELLECTUAL PROPERTY AND COPYRIGHT:

Teachers must advise students of the need to:

- be aware of the legal requirements regarding copyright when downloading information;
- gain permission before electronically publishing users' works or drawings;
- acknowledge the creator or author of any material published; and
- observe appropriate copyright clearance including acknowledging the author or source of any information used.

MISUSE AND BREACHES OF ACCEPTABLE USAGE:

The Principal and teachers must:

- follow procedures for fairness and due process where there is an alleged misuse or breach of this policy including investigating any reported misuse and, where possible, accurately retracing misuse to the offender;

- tailor disciplinary action taken in relation to students to meet specific concerns related to the breach, and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and
- promptly address the online publication of defamatory material about staff or students.

Teachers must inform students:

- of the consequences of breaches caused by them allowing any other person to use their online services account;
- that the consequences of misusing online services will be withdrawal of access to online services and other consequences outlined in the Positive *Behaviour in Schools* policy; and
- of their possible legal liability for offences committed using online services.

REPORTING MISUSE, BREACHES AND INAPPROPRIATE MATERIAL

Principals must report to the *ICT Customer Service Centre* any suspected technical security breach by users of Department Online Services outside the school as well as security breaches within the school that the school cannot resolve.

CLASSROOM AGREEMENTS

Each classroom will discuss the appropriate use of devices and online use. A classroom agreement in the form of an iPromise statement will be negotiated and displayed in the classroom (See Appendix 3 and 4 for K-2 and 3-6 examples). Please hand one into the office when completed for your classroom.

ESCALATION PROCESS FOR MISUSE OF DIGITAL TECHNOLOGIES

If a student is seen misusing a device including online use with a med/high level behaviour it will be reported to administration by the teacher immediately. The following escalation process will be followed:

- | | |
|---------------------------------------|--|
| | 1. Verbal Warning |
| | 2. Loss of access to the device for one hour lesson |
| <i>Entry for medium level</i> | 3. <u>Loss of access to the device for one day (parents notified)</u> |
| <i>Entry for high level behaviour</i> | 4. <u>Loss of access to the device for one week (parents notified)</u> |
| | 5. <u>Loss of access to the device for the remainder of the term/year (parents notified)</u> |

* Step 5 would require a behaviour management plan before device is reinstated according to the *BPS Behaviour Management Policy*.

Examples of low level misuse that may result in loss of access:

- time wasting (i.e. playing games, taking selfies when not required as part of the task, playing music etc.);
- plagiarism of online content;
- unauthorised access of online sites (i.e. YouTube - of a low level nature); and
- leaving your iPad unattended.

Examples of medium level misuse that may result in loss of access:

- downloading apps without permission;
- changing settings without permission;
- plagiarism of online content (medium level);
- accessing inappropriate material (medium level);
- misusing other people's images/property; and
- using the iPad in a careless way (physical).

Examples of high level misuse that may result in loss of access:

- using another student's iPad or ID without permission;
- intentionally damaging an iPad;

- accessing inappropriate sites (high level); and
- bullying or intimidating other people online.

Note: Extreme cases of inappropriate online use must be reported to the ICT Customer Service Centre through the Principal. In med/high level behaviour cases a student will also be required to participate in a counseling session with the School Chaplain before being allowed to access online content on a computer or device.

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Reviewed: 2018

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BEAUMARIS PRIMARY SCHOOL DIGITAL TECHNOLOGIES USAGE AGREEMENT YEARS K-2

Device Access

Beaumaris Primary School has invested in iPads as educational tools to support the teaching and learning programs of the school. All students will have access to the devices at different times throughout the year.

The Internet

These devices require a wireless network in order to access the Internet. The school will provide a network within the school grounds. This network is monitored by the Department of Education. It is important to know that no network is completely 'safe' in terms of accessible content.

Parent

As a parent of a student at Beaumaris Primary School, I have read to my child the following rules for device/online use at the school:

- I will ask the teacher first before using devices/the internet.
 - I will not let other people log-on to my account/use my device without checking with the teacher first.
 - I will tell the teacher if I think someone is using my online account/device.
 - I will tell the teacher if I see anything that makes me feel uncomfortable.
 - I will only use material from the internet if I have asked the teacher.
 - If I download material or pictures from the internet I will say where it comes from.
 - I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
 - I will take care when using the devices and will not change the settings.
 - I will not use devices to be mean, rude or unkind about other people.
- My child understands that:
- If he/she use the internet or my device in a way that he/she shouldn't, he/she may not be able to use these in the future outlined in the *Beaumaris Primary School Digital Technologies Policy*.
 - He/she may be legally liable for misuse of the computer/device and the police may be contacted.

PARENT/GUARDIAN

I understand that the Internet can provide my child with valuable learning experiences. I also understand that it gives access to information on devices around the world and that a very small part of that information can be offensive, illegal and dangerous.

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I have discussed the Internet usage agreement with my child.

I believe _____ (Name of student) understands this responsibility and I hereby give permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet access for some time and/or contacting me.

Parent or Guardian's name: _____

Parent's Guardian's Signature: _____ Date _____



Beaumaris
Primary School

BEAUMARIS PRIMARY SCHOOL ONLINE/DEVICE USAGE AGREEMENT YEARS 3-6

Device Access

Beaumaris Primary School has invested in Apple devices as educational tools to support the teaching and learning programs of the school. All students will have access to the devices at different times throughout the year.

The Internet

These devices require a wireless network in order to access the internet. The school will provide a network within the school grounds. This network is monitored by the Department of Education. It is important to know that no network is completely 'safe' in terms of accessible content.

STUDENT

As a student of Beaumaris Primary School, I have read, understand and agree with the rules for digital technology use at the school:

- I will use devices/online access for educational purposes and only with the permission of a teacher.
- If I accidentally come across illegal, dangerous or offensive information I will:
 - (a) move away, delete or clear my screen; and
 - (b) immediately and quietly inform my teacher.
- I will follow all instructions from teachers when using devices at school.
- I will not let others use my device or access other's devices unless it is with the teacher's permission.
- I will be courteous and use appropriate language.
- I will not let anybody else know my password (if applicable).
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any communication that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- I will not reveal personal information, including names, addresses, photographs, movies, credit card details and telephone numbers of myself or others.
- I will respect and not damage, disable or change devices or device settings of the school, the Department of Education or any other organisation.
- I will not use devices to bully, be mean, rude or unkind about other people through the use of the device or online (social media).

I understand that:

- The misuse of online services may result in the withdrawal of access to services and other consequences outlined in the *Beaumaris Primary School Digital Technologies Policy*.
- I may be held legally liable for offences committed using online services.

- I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my iPad access and/or contacting my parents according to the *Beaurmaris Primary School Digital Technologies Policy*.

I agree to abide by the Digital Technologies Usage Agreement for school students.

Student's Name: _____

Year Level: _____

Student's Signature: _____

Date: _____

PARENT/GUARDIAN

I understand that the Internet can provide my child with valuable learning experiences. I also understand that it gives access to information on devices around the world and that a very small part of that information can be offensive, illegal and dangerous.

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. **I have discussed the Internet usage agreement with my child.**

I believe _____ (Name of student) understands this responsibility and I hereby give permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet access for some time and/or contacting me.

Parent or Guardian's name: _____

Parent's Guardian's Signature: _____





iPromise



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I promise not to leave the iPad on the floor.

I promise to follow teacher directions when using the iPad.

I promise to treat the iPads gently and with care, holding the iPad with both hands.

I promise to be respectful and not interrupt when other people are recording.

I promise to share and take turns.

I promise to save my work when I have finished my turn.

I promise to return the iPad with all the apps closed.



APPENDIX 4: Upper Primary



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We can use our iPads for:

- School work
- Research
- Note taking
- Productive texts (pages, Keynote, iMovie, etc)
- Sharing information (Edmodo, Showbie, Thinglink)
- Communicating (Edmodo, emails)

Responsibilities

I promise to be responsible for the security of all my accounts (log off).

I promise to put my iPad back in the front cupboard at the end of every day.

I promise to be responsible for the care of my iPad

- Not to leave it on the floor
- Hold it with two hands
- Make sure it is kept charged

I Promise not to:

Category 1:

Waste time, play games, take selfies, look at inappropriate websites (mild), play music or leave my iPad unattended.

Category 2:

Download anything (unless permission is granted), change the settings, access inappropriate material (medium), misuse other people's images/property or use the iPad in a careless way (physical).

Category 3:

Use another student's iPad or ID without permission, intentionally damage and iPad, access inappropriate sites, bully or intimidating other people with an iPad.



