Acceptable Use Agreement for iPad, Internet and Digital Technologies

2018

Miners Rest Primary School (MRPS) believes the teaching of Cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, to act respectfully, responsibly and appropriately, particularly when no one is watching.

Safe, responsible and legal behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home and familiarise themselves with appropriate and safe technology practices.

About this Acceptable Use Agreement (AUA)

This document has been developed to assist the school community in understanding what constitutes acceptable use of the iPad, internet and other digital technologies in their community.

– parents/carers should:

  o read and understand what the school will do to support the safe and responsible use of digital technology and the advice for families (Part A)

  o read through the conditions of the Acceptable Use Agreement and discuss it with their child to ensure they understand each dot point (Part B)

  o witness the student sign the Acceptable Use Agreement (Part C)

– students should:

  o read through the conditions of the Acceptable Use Agreement with their parents/carers and their teacher to ensure they fully understand what they are agreeing to (Part B)

  o negotiate appropriately through representative groups or directly with teachers and parents/carers about issues or changes to improve the agreement

  o sign and abide by the Acceptable Use Agreement (Part C)

Part A - Support for the safe and responsible use of digital technologies

MRPS uses iPads, the internet and other digital technologies as teaching and learning tools. We see these as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use their iPad, the internet and digital technologies 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.

At Miners Rest Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet

- provide a filtered internet service

- provide access to the Department of Education and Early Childhood Development's search engine Connect (https://fuse.education.vic.gov.au/primary/) which can be used to direct students to websites that have been teacher recommended and reviewed

- provide supervision and direction in online activities and when using digital technologies for learning

- support students in developing digital literacy skills

- have a cybersafety program at the school which is reinforced across the school

- use mobile technologies for educational purposes (e.g. photos from excursions)

- provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home

- work with students to outline and reinforce the expected behaviours.

Family Information – Advice to support the safe and responsible use of digital technologies at home

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 and chat.

It is important not only to be aware of how your child is using their device at school, but also to establish your own rules, expectations and protocols at home. Some things to think about include:

- what times of day the iPad may be used

- how long the iPad may be used for

- access to wifi

- what purposes the iPad may be used for (homework versus entertainment)

- where in the family home the device will be used and what sort of supervision will be provided; and

- where and how the iPad will be safely stored.

The following are the guiding principals of our Acceptable Use Agreement and should be considered when you are assisting your child to use their iPad responsibly at home.

1. Students should be safe, responsible and ethical users whenever and wherever they use digital technologies.

The school's Student Engagement/Wellbeing Agreement outlines the values of the school and expected behaviours when students use the internet and digital technologies at school.

2. They should support others by being respectful in how they communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour). Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others, and do constitute as bullying.

3. Students should talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour. Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

4. Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened

- they come across sites which are not suitable for their school

- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private

- they accidentally do something which is against the rules and responsibilities they have agreed to.

5. Students should seek to understand the terms and conditions of websites and online communities and be aware that content they upload or post is their digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Snapchat. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."

6. They should protect their privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in spaces like Instagram, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- don't use their own name, but develop an online name and use avatars

- don't share personal details, including images of themselves or their friends online

- password protect any spaces or accounts they have

- don't allow anyone they don't know to join their chat or collaborative space

- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording

- understand the terms and conditions of any website or online community that they might join.

7. The internet at school should only be used for educational purposes and the equipment should be used properly.

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free'; however, even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

School internet is filtered to reduce the risk of students accessing inappropriate content. At a home with internet, students will have access to all of the internet. If your child is spending hours online 'doing their homework,' it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

8. Students should use social networking sites for educational purposes and only as directed by teachers.

Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task has a very different purpose to using a social networking space to link up with friends in their own time.

9. Students should abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

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. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks.

10. They should think critically about other users' intellectual property and how they use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

11. Students should not:

- interfere with network security, the data of another user or attempt to log in with a user name or password of another student

- reveal their password to anyone except the system administrator or classroom teachers

- download applications without the prior permission of their teacher or parent; or

- deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed, their parent/carers will be immediately informed and recorded on GradeXpert.

Students are responsible for everything done using their accounts, and everything stored on their device. To this end, students need to keep their password secret and not gain access to other students' login details.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

12. When using a digital device such as an iPad camera students should:

- Only take photos and record sound or video when it is part of a class or lesson and explicit teacher permission has been given.

- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).

- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.

- Be respectful in the photos they take or videos they capture and never use these as a tool for bullying.

Part B - Conditions of the Acceptable Use Agreement – iPad

The 1:1 iPad program aims to improve student learning experiences both in and out of the classroom. MRPS is providing this program with the expectation that students will make good decisions with regard to their personal use of technology. This acceptable user agreement must be signed and provided to the school before access to the device for the remainder of the year is granted.

1. Purpose

The iPad is to be used as a tool to assist student learning both at school and at home.

2. Equipment

2.1 Student Owned iPads only

2.1.1 The student may take their iPad home each night but must bring it fully charged to school every day. Power cords should be left at home.

2.1.2 Parents/carers and students should be aware that files stored on the device or on the school's server are not private. Therefore, the content and programs can be checked at any time by school staff. Students may be required to submit the iPad for such checks, and must comply immediately.

2.1.3 If an iPad is to be reset or replaced for any reason, it is the responsibility of the student to ensure data is backed up and saved. The school can accept no responsibility for loss of data. For this reason, it is strongly recommended that students "back up" regularly on to a home computer.

2.2 Damage or loss of equipment

2.2.1 The iPads are covered by the school for accidental loss or damage that occurs at school within school hours. This **does not** cover loss or damage that occurs a) outside of school, b) at the school but outside of normal school hours, or c) damage that occurs within the school but is determined by the school to be the result of a deliberate act or a failure to follow established rules and guidelines.

2.2.2 If a device is damaged or lost outside of school, students will be responsible for the costs of repairing the damage or if necessary the costs of replacing the device.

2.2.3 If MRPS determines that damage which occurred at school was the result of a deliberate act or a failure to follow established rules and guidelines, the student(s) responsible for the damage will be expected to pay for repairs.

2.2.4 Any problems, vandalism, damage, loss or theft of the device must be reported **immediately** to the school and a report form filled out.

2.2.5 In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school.

2.2.6 If a device is damaged or lost, the school may offer the use of a school-owned iPad if available. The school-owned iPad is for school use only and cannot be taken home.

2.2.7 Students will be required to replace lost or damaged cords and chargers.

3. Standards for device

The student is responsible for:

3.1.1   Taking care of the iPad in accordance with school guidelines (see below).

3.1.2 Bringing the device to school every day with a full charge. (student owned only)

3.1.3 Adhering to the school's Acceptable Use Agreement when using the device at home and at school

3.1.4   Backing up data securely (student owned only)

CARING FOR THE IPAD

The following conditions must be adhered to:

- always keep your iPad in a protective case and screen cover

- always carry/hold your iPad with 2 hands

- always walk while carrying your iPad

- do not put other things on top of your iPad

- remember to be careful with your iPad even while it is in your school bag (student owned only)

- don't leave your iPad lying in direct sunlight or under sources of heat such as desk lamps

- don't expose your iPad to dust, dirt, rain, liquids or moisture

- if you are moving to another classroom with your iPad and it is raining, make sure it is safely covered up

- never eat or drink, or have food or drinks present, near your iPad

- do not put the iPad on the floor

- do not store it where it is likely to be knocked onto the floor

- remember that your iPad screen is made of glass and it needs to be treated very carefully as it can easily be cracked

- do not throw, toss or drop your iPad

- be gentle when putting your iPad down

- do not step on your power cord or place heavy objects on top of it

- avoid storing it in your backpack without protective cover – pressure from books can damage the screen (student owned only)

- never leave your iPad in an exposed area

- do not lend your iPad to anyone else without the permission of your teacher

- never leave your iPad in unsupervised areas during the school day. They are to be securely locked in a classroom. Devices left unsecured may be confiscated to avoid exposure to theft; and

- do not take your iPad outdoors unless directed to by a teacher.

Part C - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it and ensure that all content and language is appropriate

- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)

- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is part of my digital footprint

- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images

- use the internet for educational purposes and use the equipment properly

- use social networking sites only if and as directed by teachers

- abide by copyright procedures when using content on websites

- think critically about other users' intellectual property and how I use content posted on the internet.

- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student

- not reveal my password to anyone except the system administrator or the teacher

- not install any applications that have not been approved by either my teacher or my parent; and

- any software installed by the school is subject to licence conditions and must not be deleted without written permission from the school.

When I use my iPad I agree to:

- follow the instructions for caring for my iPad as outlined in this Acceptable Use Agreement

- treat others' iPads with the same care I give mine

- protect the privacy of others and never post or forward private information about another person using messaging services

- only take photos and record sound or video when it is part of an approved lesson and with the teacher's approval

- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)

- seek appropriate (written) permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space; and

- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. It must be signed and provided to the school before the device will be issued or used.

This policy was last ratified by School Council in....

2018