



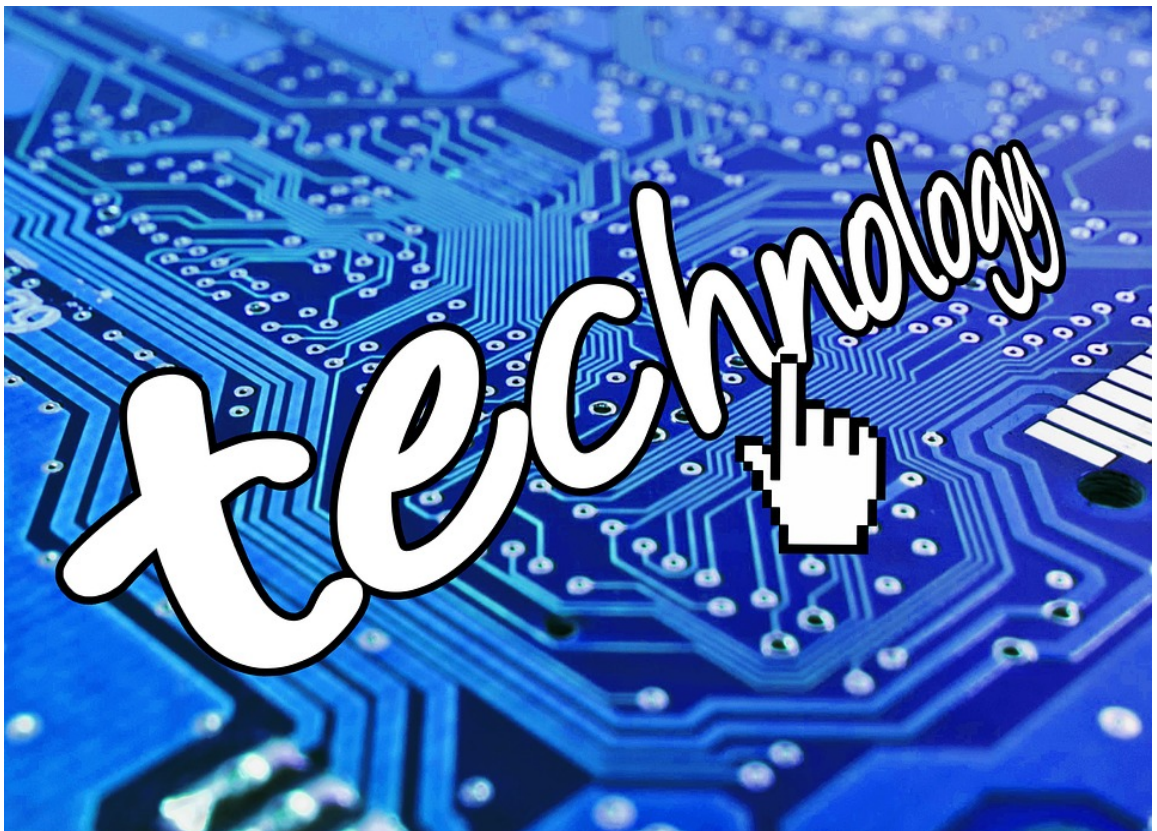
St Madeleine's Primary School Kenthurst

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Student Acceptable Use of Technology Policy



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To be Signed and Returned to Classroom Teacher:

- 1. St Madeleine's Students Agreement for ICT Policy*
- 2. St Madeleine's Parent/ Caregiver Agreement for ICT Policy*

By connecting any electronic device to the school network the user is accepting the terms and conditions outlined by this agreement

1. Introduction

This policy replaces the existing ICT Agreement, which all students at St Madeleine's must sign each year.

The purpose of Information and Communication Technologies (ICTs) at St Madeleine's is to:

- enhance student learning opportunities
- promote student achievement
- support the professional work of staff
- enhance the school's management, information and business administration systems
- Provide access to online learning environments.

The use of these ICTs within the school should be responsible, legal, appropriate, and for educational purposes. Usage must follow the guidelines outlined in this policy, which applies to the use of all ICT devices, whether provided by the school or by the student.

Both students and parents/caregivers must read and sign the student agreement and parents /caregivers' policy. It must then be returned to the relevant Classroom Teacher as soon as possible, during Term 1 of each year.

2. Definitions

Information and Communications Technologies (ICTs) refer to any electronic device or related applications, which allow users to record, send, and access or receive information, in textual, audio, image or video form. These may include, but are not restricted to:

- Computer systems and related applications such as email and World Wide Web
- Web-based tools such as discussion forums, chat rooms, blogs, podcasts, social networking sites and instant messaging systems
- Mobile devices such as iPods, *iPads*, mobile phones, PDAs, portable flash / thumb drives and smart phones etc.
- Fax machines
- Imaging tools such as video or still camera
- Audio tools such as audio recording devices and Mp3 players.

3. Devices Permitted

Students at St Madeleine's are permitted to use the following devices:

- Devices contained within and owned by the School, such as iPads, Chromebooks and laptops
- Year 3, 4, 5, 6 students are permitted to Bring Their Own Device, such as Apple iPads, MacBook Air, Windows 10 Pro & Education devices and PC Merge Chromebooks for use within the classroom as directed by the classroom teacher. These devices **must** be connected to the CEDP wi-fi through the AirWatch Agent app, downloaded from the Apple App store. This will be done at school and documentation will be provided.
- Mobile Phones are only to be used after returning the appropriate Mobile Phone Usage agreement to the classroom teacher. Mobile phones are only to be used before or after to school to check going home arrangements and under the direct supervision of the teacher.
- Wi-Fi enabled watches (for example Apple Watch) **are not to be worn** by students at St Madeleine's.

4. Acceptable Uses of ICTs

Students should:

4.1 Respect Learning Time and *Resources*

- Use ICT equipment and resources for educational purposes under teacher supervision
- Follow teacher directions for accessing files, programs, email and Internet resources
- Seek advice from a teacher before responding to online prompts
- Not access or play games on any device unless instructed to by their teacher for the purpose of learning.

4.2 *Respect Others*

- Respect the rights, beliefs and viewpoints of others
- Follow the same standards of behaviour online as they would be expected to follow in real life
- Follow the Netiquette guidelines for online communications (refer to page 7 of this document)
- Observe copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from the Internet and not claim the work or pictures as his or her own.

4.3 *Keep Themselves Safe Online by*

- Keeping their passwords and personal work secure
- Using the Internet and email for educational purposes only.
- Seeking teacher advice before providing personal details online
- Always obtaining teacher permission before publishing any personal information or photos online
- Advising their class teacher if they accidentally access inappropriate materials when using ICTs.

5. Unacceptable Uses of ICTs

The following uses of ICTs are considered unacceptable

Students should not:

5.1 - *Compromise Their Personal Safety*

Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance and sabotage. Therefore, students should not:

- Send or post detailed personal contact information, images or audio about themselves or other people. Personal contact information includes home address, telephone or mobile number, school address, work address, email addresses, etc.

5.2 - *Conduct Illegal Activities*

Students need to be aware that they are subject to laws relating to assault, trafficking and computer offences. An electronic audit trail may provide evidence of offences. Therefore, they should not:

- Attempt to gain unauthorised access to any computer system, network or service (Wi-Fi & internet), to which they do not have authority. This includes attempting to log in through another person's account or accessing another person's files or emails.
- Make deliberate attempts to disrupt other people's use of ICT
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- Engage in any illegal and criminal acts, such as threaten the personal safety of others and arrange a drug sale or the purchase of alcohol
- Install or use software that is not licensed by the school.

5.3 *Breach Network Security by:*

- Sharing their password with any other student(s). Breach of this will ensure that all students involved will receive a disciplinary consequence.
- Providing their password to another person or in response to a request via email (even if it appears as if the email comes from someone they know).
- Posting information that, if acted upon, could cause damage to, or disrupt the network
- Using a 'Jailbroken' device to discover or disseminate school network passwords. (This especially applies to iPod / iPhone / iPad devices).
- Opening e-mails from unknown sources.

5.4 *Use Inappropriate Language*

Restrictions against 'inappropriate language' apply to public messages, private messages, and material posted on web pages. Students should NOT use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language.

NOTE: Messages sent using the schools ICTs may be monitored or scanned.

5.5 *Disrespect the Privacy of Others by:*

- Re-posting a message that was sent to them privately, without the permission of the person who sent the message
- Taking photos, sound or video recordings of people, including background figures and

voices, without their permission

- Distributing private information, including photos or recordings, about another person without their permission.

5.6 *Show a Lack of Respect for others by:*

- Making personal attacks on another person
- Harassing another person. Harassment is persistently acting in a manner that distresses or annoys another person. Any student who is asked to refrain from sending messages to another person should comply with that request immediately. If someone tells you to stop sending him or her messages, you must comply with their request.
- Sending or posting any inappropriate or inaccurate information, comments, images, video or audio about other people or organisations.
- Sending or posting personal information about other people without their permission.

5.7 *Disrespect resource limits by:*

- Using ICTs for anything other than educational activities
- Downloading or sending large files (>5 Mb) without teacher permission
- Posting or responding to chain letters or engaging in "spamming" which is sending an annoying or unnecessary message to a large number of people.

5.8 *Plagiarise or violate copyright laws by*

- Plagiarising works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Using material from the Internet in a manner, which violates copyright laws. All content should be properly referenced and permission from the Author(s) should be obtained where necessary before using any published content.

5.9 *Access to inappropriate materials*

Attempts to access inappropriate material using the schools ICTs are monitored and logged by the school or the CEDP. Some inappropriate material may be filtered or blocked by the school or CEDP. Students must **NOT** use ICTs to access material that

- is profane or obscene
- advocates illegal acts
- advocates violence or discrimination towards other people
- participates in online chats, discussion groups, or mailing lists that are not relevant to your education
- access material which is not relevant to your education
- uses the school ICTs to purchase order or sell any goods.

A special exception may be made if the purpose of such access is to conduct educational research and both the teacher and the parent/caregiver approve access.

Students are not permitted to connect to the Internet using a hot spot or 3G/4G account while at school.

6. Notification

Students should

- Disclose to their teacher any messages that they receive that are inappropriate or disturbing
- Notify the Learning Technology Coordinator (LTC), Mrs Coope, if they identify a possible security problem
- Immediately advise the LTST if they accidentally access inappropriate material. This will protect them against an allegation that they have intentionally violated the School's ICT Policy.
- Notify their Teacher or Stage Coordinator if they are offended by another person's use of ICT.

7. Consequences of Improper Use

If a student breaches the School's ICT policy, the following consequences may occur:

- The student will face a ban from using technology at the school for a period of up to 10 weeks
- A letter will be sent to parents/caregivers informing them of the breach and subsequent sanction. Parents will be required to acknowledge receipt of the letter by returning the acknowledgement slip to the Class Teacher.

Sanctions resulting from breaches could include:

- A verbal warning
- Unable to use technology for a set period of time
- In School Suspension
- Police involvement for any illegal activities

In the case of serious breaches, parents/caregivers will be invited to the school to discuss the matter with the LTST and the Principal or appointed delegate.

8. ICT Etiquette

General ICT Use

Netiquette refers to the guidelines and etiquette for online communication. Students should:

- Ensure that email and online messages are written carefully and politely. They should also try to keep messages short and precise.
- Use appropriate language as anything posted online is public
- Be cautious in using humour and satire as they can easily be misinterpreted
- Respect the rights, beliefs and viewpoints of others
- Follow the same standards of behaviour online as they would be expected to follow in

- real life
- Ensure 'Caps Lock' is off when typing text, as typing in all capitals is equivalent to online shouting.

School ICT Use

When using technology at school, students should note the following guidelines:

- No student should wear headphones whilst a teacher is addressing the students.
- Headphones may only be worn in class, with the teacher's permission
- When a teacher is talking, technological devices should be placed face down or screens should be 45° angle, and active listening skills engaged.
- iPads are useful learning tools. They may only be used in class to assist learning. They are not to be used during recess, lunch, before or after school, unless a teacher has given students permission to do so.

9. Parental Responsibility

Use of Social Media

Whilst the use of Social Media (Instagram, Facebook, SnapChat and instant messaging) at home is primarily a parent's responsibility, the School will become involved when inappropriate use results in relationships at school being compromised. It is important to note that all Social Media platforms have a minimum age of at least 13 and therefore students at St Madeleine's should have access to these sites.

If contact on Social Media becomes an on-going issue between students, the parents of each child will be contacted in the first instance. Further discussions around Social Media usage can then be on-going. If an issue is particularly serious, the Police may be contacted.

St Madeleine's Primary School Student Agreement for ICT Policy

I agree to abide by the rules and conditions in this Acceptable Use of Information & Communication Technology Policy, when using all technology including laptops, MacBooks, iPad , desktop computers and any mobile devices, at all times.

In relation to Senior students who participate in the BYOD Program:

- I will use my device in ways that are appropriate, that meet the School expectations and are educational.
- I will follow the policies outlined in the Acceptable Use of Information Technologies Policy at all times whilst at school and at home.
- I understand that I am not permitted to connect to the Internet using a hot spot or 3G/4G account while at school.
- I understand that my device is subject to inspection at any time without notice.
- I will never leave the device unattended and I will know where it is at all times.
- I will never loan out my device or give my password to other individuals.
- I will charge my device's battery daily and arrive at school with my device fully charged.
- I will be responsible for all damage or loss to my device caused by neglect or abuse.

In all cases of ICT usage:

- I will take good care of all school ICT devices.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communications to spread rumours, gossip, or engage in any activity that is harmful to other persons.
- I understand that there are consequences for inappropriate use of ICT devices.
- I will use all ICT devices in ways that are appropriate, that meet the School expectations and are educational.
- I will follow the policies outlined in the Acceptable Use of Information Technologies Policy at all times whilst at school and at home.

I agree to abide by the Acceptable Use of Information Technologies Policy and Student Pledge

Student's Name: _____

Class: _____

Student's Signature: _____

Date: _____

Parent/Caregiver Name: _____ Parent/Caregiver Signature: _____

St Madeleine's Parent/Caregiver Agreement for ICT Policy

As the Parent/Caregiver of this student, I have read the Acceptable Use of Information Technologies Policy. I understand that the school supplied ICT are educational resources provided to enhance the education of all children at St Madeleine's.

I hereby release St Madeleine's and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase product or services.

While the school employs filtering and other safety and security mechanisms, I understand that it is impossible for St Madeleine's to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I agree to talk to my son/daughter about values and the standards that they should follow on the use of the Internet on all devices.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I understand that, as a parent, I have a responsibility to support School Policy in relation to inappropriate use of Social Media.

I understand that Jailbreaking is the process, which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

I have read and understand the information contained in this document and agree to abide by the rules set out in this document.

I hereby give permission for my child to be given access to the ICT by the school, including access to email and the internet.

Parent/Caregiver Name: _____

Parent/ Caregiver Signature:_____

Parent/Caregiver Email:_____

Parent/ Caregiver MB:_____

Date:_____

Student's Name:_____

Class:_____