



PARK ORCHARDS PRIMARY SCHOOL

Policy and Procedures: Information Communication Technology (ICT) & eSmart

1 PURPOSE

To provide clear guidelines for the appropriate and relevant use of ICT as a learning tool across the curriculum.

2 GUIDELINES

- An ICT Committee comprising representatives from each level and specialists will be responsible for Department of Education and Training (DET) requirements with regard to learning technologies
- The ICT Committee will be responsible for the program budget requirements and implementation of the Learning Technologies Policy
- Digital learning will take advantage of DET e-learning resources and strategies
- A variety of computers and multimedia equipment, including iPads, should be used to motivate children, enhancing learning experiences and provides different media for texts
- As children become more competent, they should be encouraged to use technology as part of everyday use, including, but not limited to, work presentation to enable the development of individual skills and confidence
- Parent involvement in supervision of student work at home will be encouraged and supported through guidelines
- Equipment use (including iPads) should be associated with instruction concerning appropriate care and information about hardware and software
- Cyber safety will be implicitly taught across all year levels
- Teacher supervision will be an essential part of monitoring and ensuring the correct and safe use of all ICT (including iPads)

3 IMPLEMENTATION

- Teachers are encouraged to include the use of a variety of digital technologies as a natural part of their teaching strategies
- Teachers share digital learning activities, new apps and be instructed in the use of existing and new equipment
- Clear rules concerning ICT care will be discussed and recorded to remind children about basic procedures. Emphasis to be placed on children not altering settings or lending programs without teacher permission
- Children are expected to sign an Acceptable Use Agreement for both the Internet and digital technologies
- A list of available apps and software should be updated regularly and linked to specific curriculum areas to support educational goals
- Teaching of hardware, software and online digital use concepts should be guided by AusVELS outcomes
- Clear guidelines along with regular checks should be used when children use ICT and Internet
- Parent protocols for the use of ICT at home will be reviewed and sent home annually

- The Information Communication Technology (ICT) eSmart policy will be available for parents to refer to

4 EVALUATION

- Samples of work indicating a range of skills should be kept with anecdotal records of observations
- Checklists or digital files should be used to record levels of children's skills in relation to AusVELS requirements

Attachments – To Be Sent Home to Parents

- Part A: School Support for the Safe and Responsible Use of Digital Technologies
- Part B: Student Acceptable Use Agreement
- Part C: Guardian Agreement
- Part D: BYO iPad Participation Agreement
- Part E: Cyber Risks/Unacceptable Behaviours Flowchart

Park Orchards Primary School



School Support for the Safe and Responsible Use of Digital Technologies

Enrolment Year

Park Orchards Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Twenty-First 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, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are expected to reinforce this behaviour at home.

Some online activities are illegal and, as such, will be reported to police.

The following agreements once signed will be valid for the duration of the student's time at Park Orchards Primary School. You will only be asked to sign another agreement in the case of this document being updated.

DEFINITIONS OF KEY TERMS:

eSmart: A Victorian Government initiative, developed by the Alannah and Madeline Foundation, which aims to eliminate cyberbullying by changing cybersafety behaviours of information and technology users

Cyber Risk: Dangers involving digital technologies. This includes: Cyberbullying, inappropriate content, hacking, identity theft, hardware and software security

Cyber Safety: Protection from Cyber Risks

ICT: An acronym for Information Communication Technology. In an educational sense, the use of digital technologies to aid learning

Bullying: Repetitive behaviour, involving an imbalance of power that physically, psychologically or socially harms a specific person, or group. A report from the DET identifies four types of bullying:

1. **Physical Bullying** – behaviour that causes physical harm to another person, or damage to property
2. **Verbal Bullying** – behaviour that causes psychological or social harm to another person through verbal remarks. This can include: insults, teasing, intimidation, homophobic/racist remarks
3. **Covert Bullying** – Physical and/or Verbal Bullying, but done 'behind a person's back'. This can include: spreading rumours, negative physical gestures, playing

nasty jokes, encouraging other to socially exclude someone, damaging another person's social reputation

4. **Cyber Bullying** – Covert or overt bullying using digital technologies. This can include: harassment via a mobile phone, email, social networking spaces etc., deliberately excluding someone from social network spaces, setting up a defamatory website

Park Orchards Primary School uses the Internet and a variety of digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and all mobile technologies responsibly at school. Parents/guardians should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

AT PARK ORCHARDS 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 supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Have a cyber safety program at the school which incorporates cyber risks, cyber safety and protecting yourself online, which is reinforced across the school
- Have a curriculum which incorporates the explicit teaching of ICT which is reinforced across the school
- Use ICT for educational purposes
- Provide support to parents/guardians to understand this agreement
- Provide support to parents/guardians through information evenings and documentation in the school newsletter
- Work with students to outline and reinforce the expected behaviours when online and using digital technology devices



Student Acceptable Use Agreement

The Internet and other technologies are important school resources linking computers throughout the world. Through the Internet we can communicate with people using different mediums and research information that is current and has great educational value.

At Park Orchards Primary School we have Internet access in all classrooms and buildings across the school. Access to the Internet by students will be supervised by teachers and will be for educational purposes only. The purpose of these guidelines is to ensure that the students at Park Orchards Primary School who use the Internet and other technologies do so in an appropriate manner.

WHEN I USE DIGITAL TECHNOLOGY I AGREE TO:

- Be a safe, responsible and ethical user whenever and wherever I use it
- 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 the content I upload or post is 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
- Use the equipment responsibly
- Use social networking sites for educational purposes and only as directed by teachers
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- 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 bring or download unauthorised programs, including games, to the school or run them on school computers
- Not upload/download inappropriate content

MOBILE DEVICES - I AGREE TO:

- Take my hand held devices, iPod or other mobile device, (with the exception of school organised iPads – see Student iPad Participation Agreement) in a secured space and signed in upon my arrival at school. I understand that I may collect the device after 3:30pm
- Take responsibility for my mobile phone, iPod, iPad, electronic devices, storage devices and computers or other mobile device while travelling to or from school
- Leave my portable device at home during school excursions, camps and extra-curricular activities (unless specifically requested by my teacher)
- Protect the privacy of others and never post or forward private information about another person.
- Only take photos and record sound or video when it is part of an approved lesson
- 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 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-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Internet and mobile technology access privileges being suspended or revoked.

Student Name:

Year Level:

Student Signature:

Parent/Guardian Signature :

Date:

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/Carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>



Park Orchards Primary School

Guardian Agreement: Media Publication & Website Media

Note: Please circle where applicable: e.g. I do / do not

As parent/guardian of the above signed, I agree to the terms and conditions of these agreements.

Website Media Agreement

I do/do not consent to my child having their first name published on the school's internet web site.

I do/do not consent to my child having their picture published on the school's internet site.

I do/do not consent to my child having their picture published on the school's closed Facebook page.

I do/do not consent to my child corresponding with others, using electronic mail (e-mail) through the school's internet access.

Note: Student work published on web pages can be accessed by a worldwide audience.

Media Publication Agreement

The use of photographs, video, audio or other form of electronic recording may be used as part of recognising outstanding achievements, celebrating successes or as part of school promotional strategies.

The publication of images will only be permitted if parent (or legal guardian) permission is attained. To streamline this process, permission is being sought in advance. Often the media may ask for photos at the last minute.

The information below will be used and checked before any child's photograph, video footage, audio or other form of electronic recording is published in the media.

Parents will be informed regarding the nature and expected publication date of the photographs, video, audio or other form of electronic recording.

As parent/guardian of the above signed, I agree to the terms and conditions of these agreements.

*I do/do not consent to my child having their **photograph** published as part of recognising outstanding achievement, celebrating success or as part the school promotional strategies.*

*I do/do not consent to my child having their **first name** published as part of recognising outstanding achievement, celebrating success or as part of the school promotional strategies.*

*I do/do not consent to my child having their **video images, audio or other form of electronic recording** published, as part of recognising outstanding achievement, celebrating success or as part the school promotional strategies.*

NOTE: These agreements will be in place for the duration of this year, therefore you may change the status at any time by notifying the school in writing.

Guardian Signature:**Date:**



Park Orchards Primary

BYO iPad Participation Agreement

This agreement covers individual iPads owned by students.

General Use

1. I will remember to bring my **iPad fully charged** at the beginning of each school day
2. I accept responsibility for my iPad and **will not leave it unattended before or after school**. I will take the iPad to my **classroom immediately when the bell rings**. If walking to or from school, I will keep the iPad in my bag. My iPad is **not to be out of school bags** in the school grounds at any time **except under teacher direction**
3. I will have a **protective case** for my iPad and will transport it to and from school in a **sturdy bag (padded school bag/backpack only) as deemed appropriate by the school**
4. I will **keep the iPad in its case** when transporting it around the school. When walking, I will always hold the iPad with two hands and handle carefully
5. I will **keep food and drinks away** from the iPad at school
6. I will **immediately report any accidents or breakages** to my parents and teachers
7. I will not use the iPad in the yard before or after school or at playtimes (including OSHC)
8. I will only use the iPad outside of the classroom when I have been given permission by my teacher

Content

9. Any apps are to be downloaded (free and paid) at home. The school will not be responsible for the management of digital purchasing store accounts. An official document will be provided to parents outlining apps that are expected to be downloaded
10. I will only install apps that are suitable for a Foundation student to view. Teachers, in consultation with the Principal may remove any apps deemed inappropriate for school
11. I will use the iPad only to **support my school learning program**
12. My homescreen will be a picture of me
13. I permit teachers and parents to **perform checks** to monitor that I have not installed illegal/unsuitable software and applications and content and to check the websites that I visit. I understand there will be consequences for inappropriate use
 - I will not take pictures of anyone without their and my teacher's permission
 - I will not publish pictures or videos of **ANYONE** on the Internet
14. I will not use the iPads for games, FaceTime etc unless approved by my teacher or parents
15. I will **not change any settings on the class set iPads** (e.g. removing apps, password changing etc)

Safety and Security

16. I will **only go to websites at school** that support my learning activities
17. I will be **cybersafe** and **cybersmart** when using the Internet
18. I will demonstrate **etiquette** when using my iPad with regard to other people
19. I will use the iPad lawfully and in accordance with the **Acceptable Use Agreement** guidelines regarding the **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data
20. I **will not** have a **password** for my iPad. For security reasons, **I am not to share account names and passwords** with anyone unless requested by staff or technicians for servicing/security
21. My iPad is **ultimately my responsibility**

Name of Student: _____ Student Signature: _____ Date: _____

Name of Parent: _____ Parent Signature: _____ Date: _____