Jennings Street School

Technology Acceptable Usage Agreement Booklet

Rationale for use of ICT

Jennings Street School employs a range of different technologies to engage, support and extend students in their learning. This policy will be used to guide the effective integration of technology into teaching and learning, which will be underpinned by high quality instructional practice.

What is covered

This policy covers both equipment and networks used at the school.

Equipment

Equipment includes school issued and personal devices taken and used at school such as:

- iPhones (including cases)
- iPads (including covers)
- iPods (including covers)
- MacBook
- iMacs
- laptops
- notebooks
- tablets
- desktops
- mobile broadband hotspots
- LCD screens / projectors
- printers
- scanners
- microphone
- headphones
- any other connected device

Network

Network includes all external connections made by the Equipment including:

- Local Area Networks (Intranet)
- Wide Area Networks (Internet)
- VICONE (DET WAN)
- Mobile Broadband Networks (3G / 4G)

The Policy

When using the Equipment and Networks, all users are expected to be

1. **Responsible** – users will not do anything that violates the law
2. **Respectful** – users will look after the equipment and care about other users
3. **Effective** – users will use the equipment to support learning and development.

Responsible

- All users should not use the *Network* to send or view illicit, fraudulent, obscene, pornographic or illegal material
- All users must not use the *Network* to violate copyright law and correctly reference copyright materials.

School Owned Devices

- All digital devices purchased or leased by the school remain the property of Jennings Street School. They are supplied to staff to complement their learning & teaching toolbox. They are supplied to students as a tool for learning and engagement, and for some students as a dedicated communication device. They are not to be loaned to anyone without written approval from the Principal
- When a staff member ceases employment with the school all-digital devices remain the property of Jennings Street School and must be returned

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- Teachers/Parents/Students should be aware that files stored on the device, or on the school's server, are not private.

Personally owned devices

- Students that use their personally owned device as a communication device can access their device at all hours
- Personally owned devices can be accessed when waiting for buses to arrive at the end of the day and/or travel to and from school on transport
- Staff will support students to ensure devices that are not being used as a communication device are not accessed outside of transportation times
- Parents/students should be aware that files stored on the device are private but may be publicly accessed within the school environment
- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged
- Jennings Street School cannot be held liable for any loss or damage of a device, its files, software or accessories.

Respectful

- All users should not engage in defamation, harassment and abusive behaviour
- All users should take steps to ensure that all school Equipment is looked after, secured when not in use and take steps to ensure that you know where your device/s are at all times.
- Any problems, vandalism, damage, loss or theft of a device must be reported immediately to the school
- In the case of suspected theft, a police report must be lodged and a copy of the report provided to the school
- If a device is damaged or lost, the principal or the nominee will determine whether the replacement is appropriate and/or whether the student/ES/teacher retains access to a device. Staff are required to bring this to the attention of the principal as soon as practical. All equipment that is taken offsite will need to be covered by insurance.

Effective

- The iPad shall be used by staff and students as an integral tool for teaching and learning across all aspects of the curriculum
- The iPad shall be used as a dedicated communication device for relevant students
- The iPad shall be used in conjunction with hands-on, multi-sensory experiences to capture, create, communicate, collaborate and connect with others
- The school can provide information about communication software programs and applications required for installation on personal devices and may advise when new software or applications need to be purchased
- Families are responsible for purchasing and installing new software on personally owned devices. Families can seek support and advice from JSS when seeking funding for communication software on the iPad
- Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.

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Monitoring

- Internet filters and Logs will be used to monitor usage and the IT Manager and Leadership Team has the right to oversee any activity or files on any school equipment
- All traffic in and out of the school network is monitored including secure web traffic.

Modelling

- Staff will model correct and safe (including OH&S) use of ICT for learning.

Implementation

- iPads will be used to access personalised student content via an iCloud login
- Staff will facilitate the development of student skills in using a range of flexible, open-ended applications to support, present, extend and reflect upon their learning
- Staff will educate and support students to use technology to connect with others in a safe and responsible manner
- Staff will commit to the continuous development and sharing of their ICT and eLearning knowledge and practice amongst peers, in order to achieve the best possible learning outcomes for all students.

Correcting

- Students will be supported for correct behaviour

Breaches to the ICT Acceptable Usage Policy

- All issues will be investigated by the teacher and / or the ICT team and needs to be recorded. Depending on the level of the issue the following people may be notified
  - Student's Parents / Guardians
  - Department of Education and Training Victoria

- Failure to adhere to the ICT Acceptable Use Guidelines can result in
  - Temporary suspension from the *Network*
  - Removal of Apps from the *Equipment*
  - Removal of *Equipment*

Recommendations and Guidelines

At school computers and 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, play and chat. The Internet has some really tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. Unfocused clicking through websites can lead to inappropriate content. Below are some guidelines for parents to embrace these technologies, while being aware of the pitfalls.

Open communication between parents, teachers and students is the best way to keep students safe. It is important that students feel that it is ok to tell a teacher or parent when they are feeling uncomfortable or threatened online. Parents should play an active role in monitoring and restricting their use.

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Monitor

Make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities. Ask questions when your child shows you what they are doing, such as:

- Who else is sharing this space or game - did you know them before or "meet" them online?

- Why is this so enjoyable – what makes it fun?

- Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?

- What are you doing to protect yourself or your friends from these potential dangers?

Have the computer with Internet access in a shared place in the house and encourage your child to approach an adult for help. Limit the time your child spends on electronic devices each day. Collect all handheld devices at an allocated time each evening (eg. 7pm) and store them in a central location.

Privacy

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends on social networking sites. 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 and protect that password

- 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)

- set all profiles and accounts to private.

Additional Resources

eSmart Schools
eSmart Schools was developed by RMIT University in consultation with cyber safety, bullying, education and industry experts from across Australia.
https://www.esmartschools.org.au

CyberSmart
CyberSmart is a national cyber safety and cyber security education program managed by the Australian Communications and Media Authority (ACMA), as part of the Australian Government's commitment to cyber safety.
http://www.cybersmart.gov.au/kids.aspx

Bullying. No Way!
Bullying. No Way! is managed by the Safe and Supportive School Communities (SSSC) Working Group. The SSSC includes education representatives from the Commonwealth and all states and territories, as well as national Catholic and independent schooling representatives. Members work together to create learning environments where every student and school community member is safe, supported, respected and valued.
http://bullyingnoway.gov.au/parents/facts/cybersafety.html

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Stay Smart Online

Stay Smart Online is the Australian Government's online safety and security website, designed to help everyone understand the risks and the simple steps we can take to protect our personal and financial information online.

https://www.staysmartonline.gov.au/home_users/protect_your_children

Department of Education

The Acceptable Use Policy outlines appropriate use of the Department's Information, Communication and Technology resources. This policy applies to all users of the Department's ICT resources.

http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Date Implemented	2015
Author	Rosemary Hayes
Approved By	School Council Sub committee
Approval Authority (Signature & Date)	
Date Reviewed	**18/05/18**
Review Date	**May 2021**
References	http://www.education.vic.gov.au/management/governance/spag/default.htm

2015 – v0 –   date of implementation
18.10.2017 – v1 –   update evaluation box
18.05.2018 – v2 –   update & correct errors in footer; reformat document; update evaluation box

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Appendix A: Student / Parent Acceptable Use Agreement

Parent / Guardian Agreement

I have read and understood the Jennings Street School Acceptable Usage Policy with my child. I give permission for my child to participate

I understand that failure to follow the Acceptable Usage Policy may result in my child having his/her access to the network and equipment suspended

Appendix B: Online Photo, Video and Audio Permission

Jennings Street School employs a range of different technologies to engage, support and extend students in their learning. Many photographs, videos and audio recordings are taken during teaching and learning experiences throughout the school day. We require your permission to use these images and recordings in the following ways (students will only ever be identified by their first names)

Jennings Street School will always attempt to contact families before your child's image is used in the wider public arena including social network pages and traditional media

Appendix C: Apple ID

In order to have effective use of the student's iPads, the school will create and manage your child's Apple ID

Part of this includes.
- iTunes Account – used to purchase educational apps on behalf your child
- iCloud Account – used to back up your child's apps, photos, and other document data

No personally identifiable information will be used other than the child's first and last names.

Further privacy information can be found by visiting
http://www.apple.com/legal/privacy/en-ww/

Appendix D: Seesaw

Teachers and students will upload work, videos and photos onto Seesaw as they are happening in the classroom as way to capture student learning as it happens. Students work will become a part of a 'class feed' that will be visible to students within the class, teachers, Education Support Staff and that child's parent/carer.

Teachers and students can then comment on the work, providing instantaneous and relevant feedback to the student on their learning. Work that is posted on Seesaw will collate in digital folders and will become a 'live' ePortfolio that showcases your child's learning.

Seesaw will allow you to view your child's work as it is uploaded onto Seesaw. You can view your child work as it is uploaded and you can leave a positive comment if desired. Seesaw is

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available via the web or can be downloaded as an app for your iPad, iPhone or Android device. You will need an email address to set the app/account up.

Each student and parent will only have access to his or her individual file and cannot view, comment or post any other students work. Your child's work via photos, videos and work samples will be stored securely via the Seesaw Content Distribution Network.

Appendix E: Classroom Apps / Blogs

Websites listed below are used by some classes. No personally identifiable information is used. Some student work and photos may be used with permission (See Appendix B).

Please review all the privacy policies.

Literacy planet
Privacy policy can be found here - http://www.literacyplanet.com/privacy_policy

Learning AZ
Privacy Policy can be found here –
http://help.learninga-z.com/customer/portal/articles/1649236-privacy

Nearpod
Privacy Policy can be found here - https://nearpod.com/privacy-policy

Storybox
Privacy Policy can be found here - http://www.getstorybox.com/privacy/

Reading Eggs
Privacy Policy can be found here - http://readingeggs.com.au/privacy/

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Permission Form

Please fill out the form below and return the Main Office

Student name _____ Class _____

Parent / Guardian name _____

Please tick the relevant boxes

Yes	No	
☐	☐	*Appendix A* I have read and agree to the Acceptable Usage Agreement
☐	☐	*Appendix B* I give consent for my child's photo to appear on the school's website, school's social media platforms, newsletters and other school produced content
☐	☐	*Appendix C* I consent to the school creating an account managed via Apple School Manager
☐	☐	*Appendix D* I give consent for my child's work to be uploaded to Seesaw (https://www.seesaw.me)

Signed _____ Date _____

Office Use Only
Entered

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