



MYRNIONG PRIMARY SCHOOL



Digital Technologies

POLICY - 2014

Rationale: Information and communication technologies will be used effectively to provide a unique and powerful opportunity to enhance student learning.

Aims:

- To provide experiences for students to develop creative and analytical thinking.
- To enhance learning opportunities and broaden the scope of learning through routine use of e-learning devices.
- To develop 21st century skills and knowledge to produce useful products and find practical solutions to real life contexts.
- To support greater engagement of students in all curriculum areas.

Implementation:

- An e learning facilitator will be appointed to our school to lead a team which will provide whole school direction and expertise in the use of technology
- Our e-learning program will involve an e-learning statement for each year level.
- Evidence of e-learning will be found in all work programs.
- An e learning plan will be developed that reflects and builds upon the objectives detailed in AIP, SSP as well as department initiatives.
- The School will provide sufficient funds to ensure the purchase of high quality technology that will assist in increasing student learning outcomes and continue to meet the 1:3 ratio requirements.
- All staff will be required to include e-learning as a part of their professional development plan.
- Staff will be continually up skilled through the use of internal Professional Development.
- Technical support and local technicians will provide specialist expertise when required.
- The school will develop and maintain a current and interactive website.
- The school will maintain up to date e-learning devices to facilitate rich learning experiences.
- An allocation for software will assigned, in order to comply with Australian Curriculum priorities.
- Working IWB will be provided in all learning areas of the school.

INTERNET POLICY

The educational value of appropriate information on the Internet is substantial. The Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting.

There is information that may be judged as inaccurate, or unsuitable. Myrniong Primary School does not condone or permit the use of this material. It is a joint responsibility of school personal and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. One of our school goals is to support students in the responsible use of this vast information source.

Proper and Acceptable Use

The use of the Internet, including the world wide web on any device at Myrniong Primary School must be in support of education and academic research and consistent with the educational objectives.

Unacceptable Uses of the Internet

- Searching, viewing or retrieving materials that are not related to school work.
- Downloading of unauthorised games, music, or movies
- Copying, saving or redistributing copyright materials (users should assume that all material is copyrighted unless explicitly stated)
- Subscription to any services or ordering of any goods or services
- Sharing of students passwords, home phone numbers or address or any other private information
- Playing games or using other interactive sites unless specifically determined as educational
- Any activity that violates a school rule, or local state or federal law
- Using technologies to share any materials that are deemed offensive
- Participating in behaviours that may be deemed as harassment or bullying

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate materials he or she should close the browser immediately.

Misuse or violation of the terms of this agreement will result in suspension of a student's access to the Internet. Any action taken by a student which is a violation of a school rule will be subject to the usual disciplinary actions.

Please note: All students and parents will need to sign an Acceptable Use Agreement.

COPYRIGHT POLICY

Department Copyright of Software Policy

Ensuring the prevention of software theft is both a managerial and individual employee responsibility. Both corporate and individual users of software are subject to the provisions of the Copyright Act, 1968 which allows the imposition of corporate penalties and penalties against individual users resulting in fines and/or imprisonment.

Illegally copied software may also carry with it a high risk of computer virus infection. Subsequent eradication of virus infection may not easily be achieved and may be too late to prevent destruction of sensitive or vital data.

The Departments Policy on Software Copyright

- (1) Unauthorised copying of software is illegal under the Copyright Act, 1968 and is strictly forbidden.
- (2) Use of illegal copies of software is illegal under the Copyright Act, 1968 and is also strictly forbidden.
- (3) Responsibility for ensuring compliance with (1) and (2) above rests with all users of PC software and specifically managers of local work areas and Principals in the case of schools.
- (4) Only legitimately acquired software may be used and only in accordance with all applicable licence conditions.
- (5) Disciplinary action may be taken by the Department against person or persons engaging in the unauthorised duplication and use of software. Persons found guilty of unauthorised copying of software may also be liable to penalties, under the Copyright Act 1968.
- (6) Only software that has been legally purchased is to operate on DEET equipment.
- (7) Individual work units should establish and maintain a software register (to include software, name, serial number of product, date of purchase, location of software) to enable verification of software compliance.

School Copyright Policy

- Pirated, ripped and burnt games, movies and songs are forbidden
- Educational games are to be allowed at teachers discretion
- At teacher discretion any content deemed unsuitable for educational purposes, will be deleted.

PERSONAL DEVICES IN SCHOOLS

It is the policy of Myrning Primary School that no personal devices be brought to school for classroom use. This ensures a consistent approach across the school environment. Personal devices can be a source of viruses and unlicensed software, resulting in the potential jeopardy of the security and integrity of our school network. In support of the department policy, personal devices cannot be put onto the school network. Therefore, access to the internet is not achievable.

Students at Myrning Primary School have a responsibility to ensure that they:

- hand in mobile phones to the office before school and collect them at the end of the day
- do not participate in cyber bullying
- do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program
- do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- report incidents of cyber bullying to a member of staff
- advise students being victimised by cyber bullying to talk to an adult
- offer to speak to an adult on behalf of the student who is being victimised by cyber bullying
- do not share their passwords with anyone to protect their own (and others) privacy and personal information.
- Do not upload or pass on any content that may be harmful or hurtful to others.
- Do not upload content about or by others without their consent

Social Media

You will not use Facebook if you are under 13 years old.

DIGITAL DEVICE POLICY

Myrning Primary School uses devices as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Each Parent and student involved in the Digital Technologies Program at Myrning Primary School has been asked to agree to use the Internet responsibly. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed. The Digital Technologies Program provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities. It is our vision that the Digital Technologies Program will be used in learning to deepen understanding of concepts, raise engagement levels and support personalised learning. *'Anywhere, anytime, inclusive, engaging learning.'*

Personal Devices in schools:

- It is the policy of Myrning Primary School that no personal learning devices be brought to school. This ensures a consistent approach across the school environment. Personal laptops, Devices and iPads can be a source of viruses and unlicensed software, resulting in the potential jeopardy of the security and integrity of our school network. In support of the Department policy, personal laptops or Devices cannot be put onto the school network. Therefore, access to the Internet is not achievable.

Usage Guidelines:

- Students must adhere to Myrning Primary School's Acceptable Use Contract at all times. This includes usage out of school hours. Should Myrning Primary School enter into a 1:1 program with its students in the future the following will take affect:
- **Students will be required to bring their digital technologies to school fully charged every day.** Battery management is the responsibility of each student who should ensure that sufficient battery life is available for the anticipated usage each day. Students should not expect to have access to power points for recharging throughout the day.
- Students must carry digital technologies in an approved protective case at all times. Technologies comes with a pouch or cover for this purpose.
- Games are not to be accessed through the network or played on devices at school.
- Deliberate attempts to avoid the school's restrictions of access to sites deemed inappropriate are forbidden and will be dealt with under the Internet Usage Policy.
- The set up and configuration of the device is not to be changed. This does not preclude students from installing home printer drivers and configuring devices for access to home networks and home Internet Service Providers. However, it is the responsibility of the student to ensure that the device remains ready and able to be connected to the school network.
- Students are not to install other programs. Work can be saved on the school network when at school and a memory stick when at home.
- Students may not disassemble any equipment. All repairs will be organised by the school.
- If damage to the device is suspected, then the classroom teacher needs to be alerted and our technicians will inspect the device and determine whether it is a simple technician issue or that it will require repair with the supplier. If the device needs to be sent to supplier under warranty, the student will receive one of the schools devices to work on and be able to take this home. The warranty covers all costs of repairs.
- **At school, devices must be secured in storage lockers** in the classroom, whenever they are not in the student's direct possession or being used, such as at recess and lunchtimes. Devices should not be left unattended in bags or in classrooms.
- All games and music used on the device must be legitimate and not pirated. You must respect copyright.
- The school cannot permit students to use illegal software. All software on the device must be licensed. Unauthorised copying of software or information belonging to others is prohibited.
- Students are responsible for backing up data to external sources or the cloud.
- Students are responsible for the safety and integrity of the data on their device. Students are encouraged to use a memory stick and the school's network storage area to back up their work or the WebDav for iPads. The school accepts no responsibility for lost data.
- Reformatting of the hard drive or iOS updates will be undertaken when deemed necessary by the school's technicians. Reformatting causes all programs and files on the device to be erased and the device to be returned to its original state.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the device responsibly. Users should not expect that any and all files and information on the device is private, including that contained on a memory stick or other storage device connected to the device.
- Devices are the property of the school. The school reserves the right to access the device at any time.
- Students may not add or remove any identifying labels on the device as this will void any warranty.
- Misuse of the device may result in the equipment being required to be returned to Myrning Primary School.
- Devices may only be retained by a student over the summer holidays if device instalments are up to date.

Transport to and from school:

- When travelling to and from school, students are to carry their device so that it is not visible to any casual observer.
- Devices must be carried inside the student's school bag or an approved carry bag or container.
- Devices must be carried at all times and not left unattended.
- Students should avoid putting the device on the ground when travelling on public transport
- Devices must be removed from the school bag as soon as the student arrives at school to be placed in a secure locker and removed from the bag again when they get home.

At home:

- Devices are to be kept away from the eating area, food and drink. The device should be kept away from hot or cold surfaces.
- Students must not eat food or drink when using the device at home.
- The power cord should be used whenever possible to avoid the battery being run down.
- Devices must be stored flat.
- Solvents are not to be used to clean the device.
- The device is provided for the sole use of the student named in this agreement.

Faults:

Any malfunctions must be reported immediately to the classroom teacher and the school's device technicians.

Loss/Damage/Theft of Devices:

- Lost Devices are not covered by insurance. Students are responsible for knowing where the device is at ALL times.
- If students damage their device intentionally it will not be covered by insurance. The device must always be carried in the pouch or case. This minimises the chance of damage.
- If the device is stolen, accidentally damaged (e.g. liquid spills, run over or crushed) or destroyed (e.g. electrical surges, short circuits), students and parents will be responsible for following the procedure: A stolen device will require a police report being filled by the lease holder.

In all cases of damage or if the device is stolen, the student is required to give an explanation of the cause of the damage; this also requires a statement from the parent. The school, and in some cases the insurance company, will further investigate each claim to determine the cause of the problem. All insurance claims involve payment of an excess. Parents/Guardians need to be aware that they will be liable for the payment of this excess, which is \$50 for a netbook and \$100 for an iPad.

ACCEPTABLE USE CONTRACT

Myrniong Primary School **uses** the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Each student has been asked to agree to use the Internet responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed. The Internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities

Student Contract

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour)
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When I use the Internet at school I have responsibilities and rules to follow. I agree to:

- Keep myself and my friends safe, by not giving out personal details, including full names, telephone numbers, addresses and images.
- Do not give out my password, to anyone other than my parents or teacher.
- Only work on the web for purposes specified by my teacher at school.
- Be respectful in how I talk and work with others online and never write or participate in online bullying.
- Use the technology at school for learning.
- Use the equipment properly and not interfere with the work of another student.
- Not bring or download unauthorised programs, including games, to the school or run them on school devices.
- Not go looking for rude or offensive sites.
- Use the Internet at school to help me to learn.
- Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer, without acknowledging the source of information).
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- Do not respond to e-mail messages sent to me by a person I do not know.
- Do not use the Internet to frighten or annoy or bully other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- Talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable for our school
 - Someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities
 - I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

When I use a mobile iPad, phone, iPod, DS or any other mobile digital device I agree to:

- Take full responsibility for it, and keep it stored safely under my teacher’s supervision
- Keep my phone under the schools’ supervision during school time and only make or answer calls before or after school.
 - Be responsible in my use and not use the device to find, create or send information that might be inappropriate or hurtful.
- Protect the privacy of others and never post private information about another person using sms messages.
- Only take photos and record sound or video when it is part of a class or lesson
- Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers).
- Seek written permission from individuals involved prior to publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in how I talk to and work with others online and never write or participate in online bullying
- Seek teacher permission before uploading any content to websites, blogs or other shared online spaces.

This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricula 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.



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Student Name:..... Student Signature:..... Class..... Date.....