

## **Flagstaff Hill E-Learning Program (school provided device) Student Acceptable Use Agreement – Years 3, 4, 5 and 6 students**

Flagstaff Hill Primary School supports the belief that through digital technologies we equip students to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for students to be able to create and use information in a discriminating, effective and creative manner.

The benefits of our E-Learning Program are:

- Increased student participation due to better access to technology
- Increased student driven learning
- Better student organisation with easy access to email, calendar and Office 365
- Personalised learning: students can choose which applications they use to complete investigations and thinking and are able to store all their work on one device, giving them access to their learning anytime and anywhere
- Increased student responsibility, in caring for the device
- A better connection with home and school

### **iPad General Use**

- The iPad being used belongs to Flagstaff Hill Primary School and is available for use by the student as directed by the class teacher.
- Teaching staff have the right to look at any application or file on the iPad at any time.
- Students are responsible for the proper care of the school provided iPad
- Students may not use the device to record, transmit or post photos or videos of a person or persons taken at school, without express permission from the class teacher. Nor can any images or videos recorded at school be transmitted or posted at any time without the express permission of a teacher.
- The school will purchase and install any apps that we require students to use at school.

### **iPad Restrictions**

School provided iPads are enrolled in the Flagstaff Hill Primary School's device management system, to ensure devices remain in a consistent, secure state and compliant with the school's E-Learning objectives. The school may restrict certain device functions, services or applications from being used (installed) or removed.

### **LearnLink Office 365**

Students will be given access to Office 365, provided by the Department through students' LearnLink email accounts. Office 365 gives students access to online storage and software such as Word, Excel,

PowerPoint, Forms and Teams. Students will link their Microsoft Office Apps with their LearnLink account to enable them to share, save and collaborate at school and at home.

Students will:

- Keep their login details to LearnLink private
- Only safe appropriate material in their online storage
- Ensure that any sensitive or health information is stored in alternative places, such as name, birthday and personal addresses
- Take responsibility for the information and data in their Office 365 account, including OneDrive, OneNote and email.

### **Supervision and Monitoring**

The use of digital devices at school is not private. School and network administrators and their authorised employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on a student's device or the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

### **Respect, Care and Integrity with Digital Technologies**

As a student, I agree to the following actions and behaviours when using any technology at Flagstaff Hill Primary School and I will:

#### **Show respect for myself, others and technology by:**

- Behaving according to the school expectations when online or using devices
- Using the technology at school for learning
- Only using my own username and password and protecting my private details and login information
- Telling a teacher if I know someone else's password or that someone is using another person's password
- Not sharing private information about others or myself
- Using the technology as intended by the school and not downloading any additional software or interfering with the work or data of another student
- Always thinking and checking that what I write or post on the internet is polite and respectful
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel
- Creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator
- Following digital safety practices. The school may inform my parents; in serious cases the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely devices for potential examination by police.

### **Show care for myself, others and technology by:**

- Turning off or closing the screen if I see something I don't like and tell a trusted adult
- Speaking to a trusted adult if I see something that makes me feel upset or if I need help
- Using spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- Speaking to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- Handling equipment that I use with care, including informing my teachers when a device needs repair
- Thinking about my digital footprint
- Thinking 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
- Protecting my own and others personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online

### **Show integrity by:**

- Informing a teacher when my account details have been shared, including school and LearnLink logins
- Not deliberately searching for something rude or violent
- Doing the right thing even when no-one is looking

### **E-Learning iPad Agreement Breaches (consequences)**

Purpose: The purposes of a Digital Learning policy and E-Learning Program Guidelines are to enhance the educational learning environment of the school. Therefore, it is necessary to place controls on how this policy is implemented to ensure the integrity of the policy and its processes. As a result, the following consequences have been created to ensure the integrity of the process. Depending on the severity, the leadership team will use their discretion on the consequences.

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| 1 <sup>st</sup> offence | Confiscation for remainder of day, warning, and email/diary note/phone call home.  |
| 2 <sup>nd</sup> offence | Confiscation for remainder of day, and email/diary note/phone call home from leadership. Possible alteration of technology access (limits, by request only) for an amount of time. |
| 3 <sup>rd</sup> offence | Confiscation for remainder of day and student would need to revisit the E-Learning Program expectations with leadership. Termination of technology access for an amount of time.   |

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*Please return this page only to your child's class teacher*

### **Student acknowledgement**

I acknowledge that I have read and understand the “E-Learning Program - Student Acceptable Use Agreement (school provided device)” and agree to follow these guidelines. I acknowledge these terms are to be used as a guide and do not attempt to address every required or prohibited behaviour by students.

I understand that I am responsible for the safe and proper use of the school provided iPad at all times and that Administrators at Flagstaff Hill Primary School have the right to examine, use and disclose any data found on the device or the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

I understand that there are consequences if I misuse the iPad at school.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parental permission**

I agree to allow my child to use a school provided device. I have discussed the scenarios, potential problems and responsible use of the iPad with them. I will contact the school if there is anything in the “E-Learning Program Student Acceptable Use Agreement (school provided device)” that I do not understand. If there is a situation that concerns me or I need more information regarding appropriate use of the iPad, I will contact the school.

I agree that my child is responsible for the proper care and use of the school iPad.

I have read and understood the “E-Learning Program - Student Acceptable Use Agreement (school provided device)”.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The permission will continue until I revoke permission in writing to the principal of the school.