

## **Flagstaff Hill E-Learning Program**

### **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 is supplied by parents/carers for the use by the student. Students are responsible for all information and content on the device that needs to fit within the Acceptable Use Agreement guidelines for ICT and the E-Learning Program.
- Student iPads should come to school each day with sufficient charge for the day's activities. Charging will not be an option at school.
- Teaching staff have the right to look at any application or file on the iPad at any time.
- The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.
- Students take full responsibility for his or her device and keeps it with him/her at all times apart from lunch breaks, assemblies and other special events. The school is not responsible for the security of the device.
- Students are responsible for the proper care of these personal devices, including any costs of repair, replacement or any modifications needed to use the device at school.
- 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.
- During school hours the student should only use their device to access classroom related activities.
- The student will use the school wireless network for internet access only. Use of 3G and 4G wireless connections is not permitted.

## iTunes

- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.
- The school will purchase and install any apps that we require students to use at school.

## iPad Restrictions

Student iPads must be 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. Parents are strongly encouraged to use the "Family Sharing" option to ensure that students' iPads are appropriately monitored at home with necessary restrictions in place.

Where a student is no longer enrolled at the school, the iPad will be disconnected from the device management system and restrictions removed.

## 12+ Software

There are a number of applications that have a 13+ rating on the iTunes store such as Facebook, SnapChat and Instagram. These age ratings are for the safety and security of young people. Children under 12 are still learning how to manage and monitor their settings when using online services. We strongly discourage these apps on devices that students are bringing to school. The Raising Children website suggests that they can pose risks such as being exposed to inappropriate content, uploading inappropriate content, and sharing information with strangers. See more information here: <https://raisingchildren.net.au/teens/entertainment-technology/digital-life/social-media>

## 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 save 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 personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

### **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 (student to collect from teacher at end of day), warning, and email/diary note/phone call home.   |
| 2 <sup>nd</sup> offence | Confiscation for remainder of day (student to collect from leadership at end 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.  |

**Updated – 21<sup>st</sup> August 2021**

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

*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” 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 my iPad at all times and that Administrators at Flagstaff Hill Primary School have the right to examine, use and disclose any data found on my 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 their iPad at school. I have discussed the scenarios, potential problems and responsible use of the iPad with him/her. I will contact the school if there is anything in the “E-Learning Program Student Acceptable Use Agreement” 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 of his or her iPad, including any costs of repair, replacement or any modifications needed to use the device at school.

I have read and understood the “E-Learning Program - Student User Agreement”.

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

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

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