



DIGITAL DEVICES ACCEPTABLE USE POLICY AND USER AGREEMENTS (incorporating BYODD)

Digital Technologies and Devices Policy and Procedures and Parent and Student Responsible Use Agreements

Rationale

St Patrick's Primary School believes that our primary goal is to educate the students in our care and to ensure they are kept safe and protected, particularly while engaging with learning technologies in contemporary learning environments. At St Patrick's, we acknowledge and value the role technology plays in supporting learning and teaching and strive to embed appropriate technologies within contemporary pedagogies. We will provide educational opportunities which build on and extend the ways in which they learn and communicate, supporting new approaches to learning centred around creativity and innovation, critical thinking, problem solving, decision making, collaboration and communication and life-long learning. The school policy is to encourage student use of devices as an integral part of their learning.

Scriptural Context

"God saw everything that he made and it is good"
Genesis 1:31

Aims

We aim to be a place that empowers learners and encourages critical thinking by showing students the relevance and connectedness of their learning, skills which underpin this policy.

St Patrick's Primary School strives to:

- Integrate technology to ensure that all students have the opportunity to become competent, discriminating and creative users of a range of technologies.
- Engage students in ways not previously possible, to enhance their achievement, to create new learning possibilities and to extend students' interaction with their local and global communities.
- Provide opportunities to enhance and extend human interaction, empathy and understanding.
- Facilitate the relational nature of learning, providing new opportunities for parents to engage with teachers, learning programs and their child's progress.
- Create an understanding that the misuse of information and communication technologies can significantly damage an individual's dignity.
- Call attention to an individual's right to freedom from harassment, humiliation and bullying.

School Context

This policy and agreement addresses student use of personal devices known as Bring Your Own Designated Devices (BYODD) within St Patrick's Primary School, Macksville. It also includes access to and usage of school devices, services (including the Internet) and digital technologies including but not limited to:

- Email and instant messaging
- Social networking sites (Instagram)
- Video and photo sharing websites (Picassa, Youtube)
- Corporate and personal blogs
- Google suite of application (Gmail, Classroom, Calendar, Sites etc)
- Micro-blogs (Twitter)
- Forums and discussion groups (Moodle)
- Wikis
- Vodcasts and Podcasts
- School purchased apps

The policy and agreements are designed to ensure that staff, parents and students understand the rules that apply to technology use within the school context. The same standards of good and appropriate behaviour that are expected in our staffroom, playground and pods are expected when using the school and personal devices, technologies and services. At St Patrick's we aim to develop responsible, safe and ethical digital citizens who are proficient in their use of technology.

The staff at St Patrick's endeavour to:

- integrate technology authentically across all key learning areas
- instil in our learners a strong command of information technologies and knowledge with a focus on digital citizenship
- facilitate collaborative learning experiences among teachers and students through electronically based educational projects
- involve and inform parents of school events utilising technological means such as the school website, Skoolbag App, electronic newsletters, class blogs and Twitter.
- embed opportunities and experiences for students to engage and learn with a variety of technological devices and learning tools
- create an e-learning culture based on the understanding that technologies play a key role and are fundamental to the preparation and implementation of learning, teaching and assessment opportunities for students and the personal and professional growth and development of staff.

The Diocese of Lismore use G Suite for Education (Google) accounts for all students and staff. By using these Google accounts students are able to access technology tools such as Gmail, Google Classroom, Google Docs, Google Drive, and Google Sites. In addition to these technology tools, students in the Diocese of Lismore will also be able to access additional [apps and extensions including but not limited to Google Blogger, Google Maps, Tour Creator, Science Journal, Text Help and Pear Deck](#). These are useful apps that support learning in the classroom.

The students of St Patrick's are provided with the Google Apps for Education suite of products for use in curriculum related activities and for collaboration and communication with the teacher and other students. Their account includes access to an email account (Gmail), Google drive, calendar, sites, and documents. These applications are accessible both from school and the home if an internet connection is available. While at school, this internet access is filtered by the Catholic Schools Office, Lismore. This filter, as far as possible, restricts St Patrick's users access to sites which have been deemed inappropriate. e.g all social media sites.

This filter is not active in the home environment, and therefore parents are asked to supervise student internet access at home.

The cost of providing school network infrastructure, upgrades, training, licensing, servicing, internet access, filtering, school-based applications and cloud storage is met by the school.

Users of the St Patrick's system are not to store, play or share information on the network or on any device that is inappropriate. Inappropriate material is defined as including, but not limited to:

- Illegal or unlicensed software, video and music files that contravene copyright (this includes all pirated files)
- All content rated above 'G'.
- Unacceptable remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material or demands including images, video, audio and text.
- Explicit or suggestive material or correspondence including images, video, audio and text.
- False or defamatory information about a person or organisation including images, video, audio and text.
- Using the school name or crest without the written permission of the Principal

If users are found to have accessed, stored or shared inappropriate material on devices or the network they will be in breach of this policy and subject to the school Pastoral Care and Student Management Policy.

Students are supported through the explicit teaching of Digital Citizenship and responsible use of technology from Kindergarten to Year 6 through age appropriate educational resources and stage-based content in Digital Citizenship which includes Cyberbullying.

St Patrick's School has an Internet and Multimedia Devices Policy and Anti-Bullying Policy that clearly state the expected standards of student behaviour.

These standards should be read in conjunction with this policy.

The school will investigate and take action where ethical, safety and security issues, behaviours and concerns arise in school and outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

1. When using school and personal devices and services students will:

- Ensure that they access the internet only within the school proxy and filtering system provided.
- Ensure that communication through internet and email services is related to learning.
- Log off at the end of each session to ensure that nobody else can use their account.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable or unsafe.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Use appropriate privacy controls for all internet and app based activities. e.g. turning off geo location settings
- Ensure that school services are not used for unauthorised commercial activities, buying and/or selling items online, online gambling or any unlawful purpose.

2. When using the school services or personal mobile phones (or similar personal equipment) students will not, and will not attempt to:

- Disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
- Access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive
- Allow others to use their personal accounts.
- Deliberately use the digital identity of another person to send messages to others or for any other purposes.
- Enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- Trespass in another person's folders, work or files.
- Disclose personal information about another person (including name, address, photos, phone numbers)
- Distribute or use information which is copyrighted without proper permission.
- Capture, record, store, transfer or upload audio, images, video or text of any members of the school community without their consent.
- Share personal information including names, addresses, phone numbers, photographs, credit card details, iTunes account logins and telephone numbers, of themselves or others.
- Use inappropriate or obscene language that may be offensive to other users
- Make personal attacks on or about other people
- Send, post or upload false information about a person, group or organisation that might injure the reputation of that person, group or organisation

Students who do not own a digital device may (by prior arrangement) use a school-owned device, which remains the property of St Patrick's and is subject to the same policy and user agreements as a BYODD. These devices will remain in the school premises at all times.

Access and Use of Services and Facilities

In order to be compliant within the Diocese of Lismore Catholic Schools Office, St Patrick's school will use the Airwatch Mobile Device Management tool. This tool provides users with secure access to a range of services and enforces security restrictions and compliance policies when devices are connected to the school network.

Parents must ensure the student device has the Airwatch MDM application installed to enable devices to join the school network and take advantage of the services and resources available. This application is free to download from the Google Play or Apple Store and must be installed prior to the use of the device on the school network. This application allows the user to connect to the school network which provides free filtered access to internet sites. This application also allows the school to resource the student device with school purchased applications for student use at school. These applications include an internet browser (Google Chrome) and the Google Apps for Education suite. The school will notify parents when Apps have been purchased and made available to students at no cost. St Patrick's School reserves the right to hold device information and track devices connected on the school network using the Airwatch App. The use of the Airwatch MDM Application will not in any way interfere with the functionality of the device when used at home or outside the school environment.

Regulations and Conditions of Use of BYODD

Devices:

Once the user agreement is signed by the parent and student, students are then able to bring to school and use an internet enabled device (i.e. one which has a browser installed and can connect wirelessly to the school network and the internet) which is appropriately protected in an approved case. This device must also support the installation of particular applications which staff will ask students to use in class. St Patrick's School supports an approved device (the Apple ipad, or Mini ipad)
Each parent and student needs to accept responsibility for the care and maintenance of their own device.

Battery Charging:

Student owned devices are to be charged at home. Students are required to bring their device to school each day fully charged. Devices may be left in the locked school charging cupboards overnight at the request of parents.

Allocations of time will not be made for students to charge devices during the school day.

Applications:

All students will have filtered access to the internet and access to the Google suite of Applications and are solely responsible at all times for their proper use. Additional applications will be required in the future and parents will be informed of what they are so they can install them. A list of required applications will be provided to parents for their child's device and these apps should be stored on the home page. Students may install additional applications if they are age appropriate and rated 'G'. These additional applications are to be stored on pages other than the home page. The school may also provide applications to students at no cost via the Airwatch application.

Acceptable Use:

Devices are to be brought to school every day. Teachers will inform students on any days that the device will not be required such as swimming carnivals and other special event days.

Students are only permitted to use their devices at school during supervised learning time. Use of devices is not to occur before or after school or in designated break times (lunch or afternoon tea).

Students must be aware of and abide by the *Student Responsible Use Agreement*. Any breach of this is considered serious and disciplinary action will be taken. If a student is found to be using a device or associated technology inappropriately or accessing or sharing inappropriate material, the device will be temporarily confiscated and may result in restricted use, loss of privileges, disciplinary action and parents contacted. In some circumstances the involvement of appropriate authorities such as the Police may be required.

If you have any concerns about this agreement please contact your child's class teacher. 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>

Reflective Materials

- School Wide Pedagogy
- Pastoral Care and Student Management Policy
- Internet and Multimedia Devices Policy
- Anti Bullying Policy

This policy was last ratified by St. Patrick's School Board in....
Reviewed in....

Draft Dec 2015



Digital Devices Student Responsible Use Agreement

Responsibilities of Students

I agree to and accept that the following rules must be followed when using digital devices, the internet, applications and email at St Patrick's Primary School Macksville.

As a responsible student and mobile learning device user I will:

- acknowledge that my mobile device is primarily a learning tool and not for entertainment
- treat all digital devices and technologies with respect and care at all times
- use my device for my own personal use and not make it available to other individuals
- not share my username or password with other students
- store my device in a safe and secure manner when not in use - device usage is only permitted in class time
- keep food and beverages away from my device at all times
- follow teacher instructions related to my device use
- keep applications requested by the school on my home page, ensure they are kept up to date and download when instructed by Airwatch app.
- keep my device fully charged for daily use.
- refrain from any attempt to harm or destroy the equipment or data of others
- use digital technologies as a responsible digital citizen
- abide by conventions of online etiquette and be respectful of others
- protect my own and other people's personal details including log ins, passwords, last name, family details, address, telephone number and email address
- ensure that all content played, shared or viewed is age appropriate
- seek authorisation when changing device settings, deleting or uploading applications onto devices
- use the school network and school owned devices to store or share any files that are only of an educational nature
- access only areas of the computer or network that are related to my learning as specified by my teacher
- be ethical and responsible when accessing sites and inform my teacher if I discover material that is inappropriate
- use the internet and all applications appropriately as a responsible digital citizen
- comment on my own and other's work in a respectful and constructive manner
- seek permission from the owners of materials before using or uploading images
- not use digital technologies to harass, humiliate or bully another student or teacher
- abide by conventions of etiquette and be respectful of other technology users
- allow my parents to be aware of and monitor the use of my mobile device and the internet at home as this is not the responsibility of the school

Student Agreement

I acknowledge that I have read, understood and agree to abide by the responsibilities contained within this *Policy and the Responsible Use Agreement*. I understand that if I breach either it may result in disciplinary action. This Agreement will be reviewed on an annual basis by St Patrick's Primary School.

Student Name: _____ Date: _____

Signed: _____

Parent/Carer Name: _____ Date : _____

Signe _____



Digital Devices – Parent Responsible Use Agreement

Responsibilities of Parents

I agree to and accept that the following rules must be followed when using digital devices, the internet, applications and email at St Patrick's Primary School Macksville.

As a responsible parent I will:

- thoroughly read and discuss this *Policy and Agreement* with my child at an age appropriate level
- work with the school to assist my child to abide by their responsibilities in this policy and agreement
- work collaboratively with the school to promote a safe learning environment for students
- take responsibility for my child's access and online activities at home
- model appropriate use of technology
- notify the school promptly about Cybersafety issues that arise
- supervise and discuss internet content and time spent using technology to help children grow into ethical, safe and responsible digital citizens
- report serious out-of-school hours Cyberbullying to the Police or Internet Service Provider and as relevant to the school
- follow due process and use relevant procedures when bringing disputes, complaints and grievances to the notice of a teacher and/or Principal or school
- acknowledge and understand that an iPad or any other digital device is fragile and that it must be cared for at all times
- assist my child when installing and updating applications requested by the school
- agree where the school assesses damage to my child's owned device to have been caused by my child to meet the cost of any repairs and repair the device promptly so as to not disadvantage my child's learning.
- agree where the school assesses damage to another student's or school owned device to have been caused by my child through a breach of the *Student Responsible User Agreement* to meet the cost of any repairs. I acknowledge that the school will advise me in writing of any such repair costs or assessment of damage.

Parental Consent

I acknowledge that I have read, understood and will abide by the conditions and regulations contained within this *Policy and the Responsible Use Agreement for Parents and the Responsible Use Agreement for Students*. I also acknowledge that I have discussed this policy and the agreements with my child.

As Parent/s or Caregiver/s, I/we give permission for my/our child _____ to:

- Bring their own designated device to St Patrick's school for use in the classroom for educational purposes
- Access the internet for information relating to class work
- Publish work created by students, credited by students' first name only
- Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers
- Use of a variety of websites, including registration and the use of personal usernames and passwords, for educational purposes including 'cloud' based technologies such as Google Drive and other Google Apps for Education

Please note that the students will access the Internet using a username and password. Please indicate your permission by signing the permission and agreement covenant below. Parental agreement and student understanding ensure that all students are able to make optimum use of the technology and actively participate in all learning opportunities. I acknowledge that the school will not be held liable for any damage to, or theft of, the device as a result of this decision.

Signed: _____ Date: _____

Name: _____ (Parent or Carer)