KerrimuirPS

Digital Technologies Policy
(internet, social media, and digital devices)

Purpose

To ensure that all students and members of our school community understand:

(a) Our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school, including our Bring Your Own Device (BYOD) program for year 3-6 students.
(b) Expected student behaviour when using digital technologies including the Internet, social media, and digital devices (including computers and iPads).
(c) Kerrimuir Primary School's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies.
(d) Our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.

Scope
This policy applies to all students at Kerrimuir Primary School.

Definitions
For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software, or hardware, including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

Policy
The Internet, combined with the school's Bring Your Own Device program (BYOD) and school owned computers, offers potential benefits for teaching and learning. It offers opportunities for students and teachers to contribute to the world community on the web and access technology to enhance the achievement of learning outcomes. Students and teachers can:

- explore the word online;
- visit museums and libraries around the world;
- access rich information resources to support research and investigations;
- communicate and collaborate with people all over the world;
- create and publish high quality products and effectively share them with others.

BYOD (Bring Your Own Device) Program
Learning at Kerrimuir Primary School is supported with the use of iPads. Students will engage with learning activities using school owned or personal devices at different times.

Our school operates a BYOD program, which means that students bring their own purchased device with them to school each day, fully charged.

Date: February 2022   Review: February 2025

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.
Specific requirements for the BYOD program are outlined in Appendix A.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Kerrimuir Primary School we are committed to educating all students to be safe, responsible, and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Kerrimuir Primary School we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred;
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims;
- supervise and support students using digital technologies in the classroom;
- effectively and responsibly address any issues or incidents that have the potential to impact on the wellbeing of our students;
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including utilising resources such as http://www.esafety.gov.au;
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online;
- actively educate and remind students of our Student Engagement and Wellbeing policy that outlines our school's values and expectations regarding student behaviour, including online behaviour;
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school (see Appendix B);
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity;
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies;
- provide a filtered internet service to block access to inappropriate content;
- refer suspected illegal online acts to the relevant law enforcement authority for investigation;
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Date: February 2022   Review: February 2025

Use of school owned or personal devices by students at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own program passwords and not divulge them to another person. If a student or staff member knows or suspects that an account has been used by another person, the account holder must notify their class teacher for support.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties with out the consent of the sender.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Kerrimuir Primary School's values. Student Engagement and Wellbeing Policy, and Bullying and Harassment Policy.
When a student acts in breach of the behaviour standards of our school community (including cyber bullying; using digital technologies to harass, threaten or intimidate; or viewing/posting/sharing of inappropriate or unlawful content), Kerrimuir Primary School will institute a staged response, consistent with our policies and the Department of Education's Student Engagement and Inclusion Guidelines.

Breaches of this policy by students can result in a number of consequences, which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network privileges;
- removal of email privileges;
- removal of internet access privileges;
- removal of printing privileges;
- removal of access to devices for a period of time.

Review Cycle
This policy was last updated in February 2022 and is scheduled for review in 2025.

Date: February 2022   Review: February 2025

KerrimuirPS

Appendix A

Dear Parents,

2022 will see the continuation of our iPad 'Bring Your Own Device (BYOD) 1-to-1 Program from grades 3 to 6.

Our 1-to-1 Program will provide students the opportunity to be effective digital learners who will become confident, creative and productive in a digital world. Students will be expected to provide an iPad from home.

Students will use their iPads in class and at home to support their learning. We believe that giving students immediate access to technology in a 1-to-1 program will help engage them in the learning process in new and creative ways and become increasingly skilled at using technology to access and present information, to problem solve and work collaboratively.

This information booklet contains guidelines, advice the necessary permissions forms for the Kerrimuir iPad1:1 Program. Enclosed you will find:

1. Initial Apps list
2. Cyber Safety information and contacts
3. Security and insurance
4. Your questions answered
5. Acceptable Use Agreement (AUA)
6. Acceptable use signature form

Thank you for your support,
Michael Mclean

KerrimuirPS

Date: February 2022   Review: February 2025

DET-CRICOS-provider code – 00861K

21 Steps to 1-to-1 Success

Handbook for planning, preparing
implementing and evaluating programs

iPads *for* Learning

In *their* hands

Victoria Department of Education and
Early Childhood Development

Cyber Safety

Date: February 2022   Review: February 2025

DET-CRICOS-provider code – 00861K

BASE APP LIST- GRADE 3-6

Google Drive		Literacy Planet	
Gmail		Google Chrome	
Compass School Manager		Stop Motion	
Google Docs		iMovie	
Google Sheets		Epic!	
Google Slides		Literacy Planet Word Mania	
Google Classroom		Apple Books	
Japanese - Hiragana		Sunshine Online	
Matific Student		Sphero Edu	
Scratch Jnr		Kahoot	
Script Rehearser		Music Crab: Easy Music Theory	
Toca Dance Studio			

Date: February 2022   Review: February 2025

The responsibility and expectation of digital citizenship

It is the expectation that students will be responsible digital citizens when participating in the 1-to-1 Program using both the schools ICT and their personal devices. Students will be supported in developing digital citizenship through understanding the ethical, cultural and societal issues related to Information and Communication Technologies.

Students will practice responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity.

Our school believes that teaching cyber safety and responsible online behaviour is essential and is best taught in partnership between home and school. Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. The school promotes the values of respect and responsibility, expecting students to behave appropriately on line.

At home, we recommend that parents make time to set guidelines around use of 1-to-1 devices. Ensure that all Internet activities occur in a shared space – preferably not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones.

For further support with online issues students can
- Seek support of teaching staff or the Student Welfare Officer
- Call Kids Helpline on 1800 55 1800.

Parents/carers can call Parentline on 132289 or visit http://www.cybersmart.gov.au/report.aspx

Our school places a high value on the development and maintenance of positive, healthy and respectful relationships and a supportive environment for all members of the school community.

Date: February 2022   Review: February 2025

Security and Insurance

The Apple Warranty does not cover accidental damage, only manufacturer's defects.

Insurance

"…private property brought to school by students is not insured by the school or covered by school insurance, and it is not the responsibility of the Department if that property is lost, stolen or damaged."

Parents are advised to check their home insurance to determine if a personal iPad is covered. Most insurance companies will have an excess claim cost.

Accidental iPad Damage

The school will make all reasonable efforts to ensure that student iPads are safe and secure. Students should immediately alert parents or school staff of any issues with their iPad.

If any issue occurs at school a staff member from KPS will contact parents via phone, email, or written notification, it is then the parent's responsibility to follow this up.

Please note, if there is a manufacturer's defect, it will be rectified at no cost by Apple in the first year of purchase.

The use of a protective cover is vital. Most accidental damage will be avoided by the use of a sturdy, rugged cover. We recommend the *'Griffin Survivor case for iPad'* or similar.

Network and Software Image issues with iPad

Students experiencing any software issues with their iPad (ie. lack of network connectivity, problems with programs, etc.) should refer the issue to school staff. Staff will assess the problem and rectify if possible, or refer to other staff for advice.

Date: February 2022   Review: February 2025

Your Questions Answered.

1. Who can I contact if I have further questions?
Questions regarding the 1-to-1 Program should be directed to Michael McLean or Mat Chaffer or Josh Bevis; our ICT coordinators or can be emailed to kerrimuir.ps@edumail.vic.gov.au Your inquiry will be responded to as quickly as possible.

2. Will a student be using their iPad in every subject every day?
A student will not be required to use the iPad at all times. The use of iPads will take place alongside a range of learning activities and methods of presenting their work. However the iPad is an essential learning tool that must be available to be utilised when required. Students will be notified if they are required for specialist classes.

3. Where will a student store their iPad when it is not in use? Eg. Lunchtime
Students must store and secure their iPad in their protective case at all times. When not in use in the classroom, they must be stored in the iPad tubs provided which will then be put under lock & key inside the classroom. The School buildings are always kept locked when no staff are in attendance. If a student accidentally leaves their iPad at school overnight, staff will lock it away if possible. The building is alarmed each night, following cleaning.

4. Can a student add their own software to their iPad?
Yes. With the authority of the iTunes account holder, students may add their own apps to the device. We recommend parents setup and keep the iTunes account password private. This ensures parents have full control and final say over what is installed on the device.

5. Do we have to setup an email account for our children?
The school will provide each student with a "CasesCode"@kerrimuirps.edu.au email address which will be used to sign in and control their cloud based storage, calendar/diary and to collaborate using online documents. These accounts are controlled and monitored by the school, and filtered for spam.

6. How do we stop children starting a Facebook account etc?
Social media is an important aspect of 21st century life. At school we teach our students about appropriate use of social media, cyber safety and "netiquette". Children use many forms of social media, including Club Penguin, Kik, Messenger, Snapchat and Facebook. Facebook currently has a minimum age use of 13, and can provide a reasonable level of privacy. It is your decision as parents what you allow your children to access.
Being open and frank, having access to your children's accounts and giving them increasing independence are important factors in maintaining their online security. Trying to stop them being involved in social media is becoming increasingly difficult and may not support them in becoming responsible, informed digital citizens.

7. What is the process if my child exits the school? Can we use the iPad for secondary school if they use iPads also?
The iPad is the property of the family and therefore will be taken with the student. Families will be responsible for any finance agreements pertaining to the device. These iPads will be able to be used by the increasing number of secondary schools.

8. Is my child expected to take their iPad home every day?
Yes, students are expected to take the iPad to and from school each day. This will enable them to fully utilise the device at home and at school. It is expected that the iPads will be

Date: February 2022   Review: February 2025

charged overnight ready for a full day's use at school. Parents are asked to ensure that the iPad is used responsibly and cared for appropriately in the home environment. iPads must be transported within their protective cases inside the student's school bag to and from school.

9. Can I recharge my iPad at school?
No. It is expected that the iPad is fully charged upon arrival at school and will not need charging during the day. Student battery chargers are to remain at home and not bought to school. Students must be aware that the use of the iPad outside class time may impact on the ability to remain charged for all classes.

10. Can other people use the iPad?
While it is a family owned device, the iPad is required for the student's education, so it is recommended that it is not used by anybody else.

11. Can the iPad be taken overseas?
Parents are advised to check the insurance provisions they have selected on the device to determine what cover is provided.

12. Will the student apps on the iPad be private?
Students can expect their iPads to be periodically inspected and monitored for inappropriate usage. Students and parents need to be aware that apps stored locally on the iPad or on school servers are not private.

13. What happens if the battery goes flat?
Students are required to bring their iPad to school **fully charged** every day

14. Will students have access to the Internet at school?
Each iPad will be configured to access the school's Wi-Fi network when students are at school. This Wi-Fi is through the DEECD Netspace network and has blocks on inappropriate and selected sites, including some social networking sites, gambling, etc.

15. Does my home need Internet access?
No. Students will be able to access the information they need when they are at school. Even when not connected to the Internet, iPads are still very useful tools for learning. Of course, if you have Internet access at home, you can connect the iPad to your internet connection.

16. How will they be monitored during class, how are teachers going to be able to ensure all students are using iPad for their correct purpose?
Teachers and support staff constantly monitor students for appropriateness of all activities and conversations. "Spot checks" will be conducted each day on students' iPads to ensure they are being used responsibly and appropriately.

17. What happens if a family chooses not to purchase or hire one?
While we expect all students to have an iPad those students who do not have an iPad will have access to other technology. They will not have the same access to online resources, methods of publication or creativity that the iPads will give. 1-to-1 or BYOD programs are now commonplace in primary and secondary schools, due to the increased levels of student engagement with their learning.

18. Is there a choice of other tablets or is it Apple only? If so, why?
No. We have decided to go with Apple tablets because of their capabilities, reliability and unbeaten range of educational Apps. We have also investigated Microsoft platforms and found them unsuitable for our educational purpose.

Date: February 2022   Review: February 2025

19. Will a $50 iTunes card last the whole year?
Most apps we use are free. The basic app list leaves some space for purchases of paid apps.

20. What will be done to maintain handwriting skills?
The maintenance of important skills, such as handwriting will be an important aspect of what we do. While the iPad vastly extends the range of presentation methods, students will still be expected to use handwriting extensively.

21. What sort of file management system would the iPads have to keep a record of work that the children have completed?
Students work will largely be saved onto the 'Kerrimuirps' dedicated domain server. This is a secure, private cloud based storage system provided by Google Apps for Education.

Acceptable Use

Kerrimuir Primary School
1-to-1 iPad
Acceptable Use Agreement

iPad General Use

- Students are responsible for all information and content on the device which should adhere to the Acceptable Use Agreement guidelines for ICT (signed at the start of each year).

- The iPad must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device.

- Students must save their own photo on the lock screen of their iPad for easy identification.

- The iPad should come to school each day with sufficient charge for the day's activities. Charging will not be an option at school.

- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in iPad tubs provided, when not in direct use.

- iPads may only be taken outside with the direct permission of a teacher.

- Teaching staff have the right to look at any application or file on the iPad at any time. Staff will make random checks on selected devices.

- The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.

Date: February 2022   Review: February 2025

iTunes

- An iTunes account is necessary to download applications (software) and to allow the iPad to function.

- Parents/Legal Guardians will need to purchase a $50 iTunes vouchers at the onset of the program for the purchase of core educational apps from the iTunes Store

- This will be accompanied by instructions to create an iTunes Store account and to download the required core apps for the program. It is not necessary to use credit card details for the creation of an iTunes account. We strongly recommend <u>not</u> putting in credit card details.

- By using the iTunes software a user agrees to be bound by the terms and conditions of the Software Licence Agreement

- By using the iTunes Store website a user agrees to be bound by the Terms and Conditions of Use that apply to the website.

- Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items.

- 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.

- School would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.

- Parental controls can be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

iPad Restrictions

We suggest that you look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for the "Allow Content". This can be made appropriate for the senior Primary School age group for

the different categories. The passcode should not be known by the student.

13+ Software
There are a number of applications which have a 13+ rating on the iTunes store and for general use, Facebook being the prime example. In reality many students have Facebook accounts. These accounts cannot be accessed via the school's wifi, as a result of our inbuilt restrictions. There are however many applications or services which we deem appropriate. Use will be supervised at school with parent permission. These include: Gmail & Evernote.

eSmart

Kerrimuir Primary School is an eSmart school. This is a whole school program designed in conjunction with the Department of Education and Early Childhood Development (DEECD) and The Alannah and Madeline Foundation for schools across Australia. It is a comprehensive Cyber Safety Program in which students are expected to meet guidelines. This program continues to develop throughout the year. Students also receive regular direct instruction in cybersafety issues.

Responsibility for iPad

It is the student's individual responsibility to ensure that the iPad is looked after. Like all personal items bought to school, the school has no liability for damage or loss of any personal items bought to school.

1-to-1 iPad Acceptable Use Agreement
Please fill in this form and return it to school.

Student Section

Student Name: _____

Class: _____ Date: _____

With my parents I have read the Kerrimuir Primary School 1-to-1 iPad Acceptable Use Agreement (AUA). I agree to follow the rules contained in the agreement.

I understand that failure to follow this AUA may result in me having my privilege suspended or revoked.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the Kerrimuir Primary School 1-to-1 iPad Acceptable Use Agreement. I give permission for my child to participate.

I understand that failure to follow this AUA may result in my child having his or her privilege suspended or revoked.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Please provide your iPad serial Number:

Date: February 2022   Review: February 2025

KerrimuirPS

Appendix B

Kerrimuir Primary School Acceptable Use Agreement for internet and digital technologies

Kerrimuir Primary School believes that the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Twenty-first century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parent/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

School support for the safe and responsible use of digital technologies

Kerrimuir Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

At Kerrimuir Primary School we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- Provide a filtered internet service
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Have a cyber-safety program at school which is reinforced across the school
- Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- Provide support to parents/carers to understand this agreement (e.g. language support)
- Reinforce that cyber safety and responsible behaviours are expected in their school use of digital technology

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline on 132290 or visit http://www.cybersmart.gov.au/report.aspx

Date: February 2022   Review: February 2025

DET-CRICOS-provider code – 00861K

Kerrimuir Primary School Student Agreement of Acceptable Use Agreement for Internet and digital technologies

When I use the internet and digital technology I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the internet for educational purposes and use the equipment properly
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Think critically about other users' intellectual property and how I use content posted on the internet
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- Not manipulate internet or network connections in any way
- Not reveal my password to anyone except the system administrator or the teacher
- Not bring or download unauthorised programs, including games, to the school or run them on school computers
- If I carry a mobile phone to school hand it to the teachers/office to be locked in the appropriate space until the end of the school day.

When I carry a mobile phone I agree to:

- Protect the privacy of others and never post or forward private information about another person
- Seek permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying

This acceptable use agreement also applies during school excursions, camps and extra-curricular 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.

_____

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student name: Year level:

Student signature: Date:

Date: February 2022   Review: February 2025

DET-CRICOS-provider code – 00861K