

# HYDEN PRIMARY SCHOOL

## LEARNING TECHNOLOGIES POLICY



accepted by Hyden PS School Board May 2019

endorsed School Principal: A. Mutavdzic School Board Chairperson: S. Couper

## Hyden Primary School

### Learning Technologies Policy

Online services and devices provided to students at Hyden Primary School will only be used for learning related activities and require informed parental consent and appropriate management.

Hyden Primary School will make every reasonable effort to provide a safe and secure online learning experience for students when using the Department of Education's online services. It is not possible though to guarantee that students will not be exposed to inappropriate material.

Hyden Primary School puts in place school-based processes and procedures that aim to protect and inform students and parents in their use of online services. The school implements Cybersmart and Cybersafe programs and their messages into class programs. The school's main aim is to assist students in gaining the self-discipline necessary to behave appropriately when using online services.

Students using the computer network including internet access on iPads, computers and laptops are expected to do so in a manner that actively supports the ethos of Hyden Primary School. The principal, other school staff and the DoE, at times, review files and monitor student computer and internet activity to maintain system integrity and ensure that users are acting responsibly. The content of electronic communications may be monitored at any time and the usage of electronic communications systems will be monitored to support operational, maintenance, auditing, security and investigative activities.

At the beginning of each school year, students must sign an Acceptable Usage Agreement.

#### Provision of Computers

At Hyden Primary School, students are provided access to computers and other information and communication technology (ICT) through:

**Classroom Computers:** The school provides a small number of classroom computers for student access throughout the day and to support learning through ICT in the classroom.

**Laptop Computers:** The school provides a set of 25 laptops for student access throughout the day and to support learning through ICT in the classroom. These laptops are stored on a trolley so that they are able to be moved and used in all classrooms throughout the school.

**iPads:** The school offers a set of 31 iPads for students to use to support learning throughout the school. This set provides a 1:1 ratio for student use in each class. Applications chosen by teachers are downloaded on devices to support programs delivered in the classroom.

#### Codes of Conduct

##### **Computer and iPad Use**

Student use of computers, iPads and associated learning technologies at Hyden Primary School requires that they:

- use their allocated laptop/iPad
- keep settings or configuration of a workstation

- only open applications on instruction from their teacher
- use any function of any application only with the approval of their teacher
- computers, peripheral devices or any other learning technologies equipment are used with respect and will not be used for any type of cyberbullying
- only bring to school or use other media (optical media, memory sticks, storage media that holds content in digital format) which have legal material on them. All media may be checked for legality at any time. If the contents are deemed inappropriate, illegal or in breach of copyright the media may be confiscated and further action will occur.

Students are allocated a numbered laptop/iPad for the school year; staff and students must ensure each student only uses their allocated laptop/iPad to aid the monitoring of laptop/iPad use while at school.

While every attempt is made to adequately supervise students while using iPads, the school expects that students will use devices appropriately and as instructed.

The school recognises that at times students may need to use iPads to record voices/ take photographs etc. where they will need to be out of the classroom or not have them flat on desks. Every attempt will be made by staff to provide appropriate supervision during activities such as these; again a level of trust is given to students; students must employ self-discipline and use devices appropriately.

## **Network and Internet Use**

Students will follow the teacher's instructions at all times.

Students may only access email at DoE Student Portal "name.surname@student.education.wa.edu.au".

The DoE email is provided for students to conduct research and communicate with others within their educational environment. Students must not access any external email system (e.g. Yahoo) at any time. The service is a privilege and can be monitored by teaching staff.

Students must not:

- allow others to use their account. Students will logon to their own account only and only onto one computer at a time.
- use unauthorised communication software (e.g. Snapchat, chat lines, games, gaming sites and external email accounts)
- access unauthorised websites
- download any material from the internet without permission. In particular videos and related files that breach copyright, should not be downloaded or stored on school equipment

The following are not permitted:

- sending or displaying offensive messages or pictures
- using obscene language or offensive words
- harassing, insulting or attacking others
- violating copyright laws
- intentionally wasting limited resources
- employing the network for commercial purposes.

## **Mobile Phones, Recording and Electronic devices**

The school does not recommend that mobile phones, iPods and similar electronic devices be brought onto the school grounds.

If any of these items are brought onto the school grounds *they must be turned off and not be visible, at all times*. Please note that the security of these items is the student's responsibility. The school takes no responsibility for the recovery of these items should they be lost or stolen.

The school, through its Duty of Care, can look at and download the contents of mobile phones and other recording devices confiscated or in the possession of students, for material that is in breach of school rules or content that is inappropriate. Please refer to 'Hyden Primary School's Mobile Phone Policy'.

As per the Department of Education policy, mobile phone use for communication and filming (still and video) is not permitted. Filming people and their activities without their knowledge and/or permission is an invasion of privacy and is not allowed.

**Any students found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises will be suspended.**

## **Printing**

Students must seek permission from a staff member prior to printing at school. Students may only print documents linked to school based activities.

## **Reporting of Technical Issues**

Technical issues may arise when using learning technologies at school. Issues may include setting changes and printer failure. If students discover a technical issue they must tell a staff member immediately, who will source support. Staff will explicitly teach students what to do if a technical issue arises.

## **Consequences**

Depending on the level of misuse or breach, consequences may be given by a teacher or referred to the principal for investigation and, where possible, retrace breach/misuse to the offender.

Depending on each circumstance the consequences for breaches of this Learning Technologies Policy include:

- loss of Good Standing
- loss of position on Student Council
- in-school suspension
- temporary loss of computing privileges within a particular learning area

- restricted computing privileges for the rest of the year within a particular learning area/across whole school
- restitution of costs associated with repairs to equipment
- police involvement.

For all other students who were aware of a breach or misuse and chose not to report this to a staff member, this action falls under 'misuse of computers online' and will result in a consequence decided upon at the discretion of the principal.

## **DEFINITIONS**

### **ONLINE SERVICES**

Any services including, but not limited to, email, calendaring, instant messaging, web conferencing, discussion groups, online file sharing and storage, Internet access and web browsing, that may be accessed using the computer networks and services of the Department.

### **INAPPROPRIATE CONTENT**

Content that is considered unsuitable or harmful to students. It includes material that is pornographic, that promotes illegal activities, violence or prejudice on the grounds of race, religion, gender or sexual orientation.

### **MISUSE OF COMPUTERS ONLINE**

Accessing content other than what a teacher or staff member has instructed for example games, social network sites, personal email e.g. Yahoo.

### **CYBERBULLYING**

Cyberbullying occurs when an individual or group of people misuses communication technologies to intimidate, hurt or embarrass others. Examples may include: posting false or hurtful messages online; using tricks to get private information and sharing this with others; spreading rumours online; sending sexually explicit messages or photographs; filming a prank or attack of someone and sharing it; using a false identity to trick or embarrass others.



## ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS K-2

I agree to follow the online rules set out below when I use the Internet or a logon account:

- I will ask the teacher first before using the school laptop/iPad or electronic device.
- I will not give my password out to others.
- I will not let other people logon to my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my logon account.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use work from the Internet if I have asked the teacher.
- If I download work or pictures from the Internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school technologies (e.g. laptop/iPad) to be mean, rude or unkind about other people.

I understand that:

- If I use the Internet or my logon account in a way that I shouldn't, I may not be able to use these in the future.
- I may be legally liable for misuse of the computer/iPad and the police may be contacted.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of parent/s:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Office use only: Date processed:        /        /

Processed by (initials):

**Note:** *This Agreement should be filed by the teacher and a copy provided to both the parent and the student.*



## ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS YEAR 3-6

If you use the online services of the Department of Education and Training you must agree to the following rules:

- I will use the school computer/iPad only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers/iPads.
- I will not let anybody else know my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education and Training may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is carefully written.
- I will only use material from Internet sites or other sources if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education and Training or any other organisation.
- I will not use computers, computer systems or computer networks of the school for any form of cyberbullying.

I understand that

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services and other consequences dictated in the School's policy; and
- I may be held legally liable for offences committed using online services and the police may be contacted.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of parent/s:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Office use only: Date processed:     /     /

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