St Albans Meadows Primary School

School profile statement

At St Albans Meadows Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures.
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - o Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - o iParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)

Acceptable Use Agreement

B Bully Stoppers.
Make a stand. Lend a hand.

Safe, responsible and behaviour

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post 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.
- not sending mean or bullying messages or forwarding them to other people.
- 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.

When I use digital technologies I **protect 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. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:
- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

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My ideas on safe and responsible behaviour

When I use digital technologies **I communicate respectfully.** This means I:

(write or draw…)

When I use digital technologies I **protect personal information.** This means I:

(write or draw…)

When I use digital technologies I **respect myself and others.** This means I:

(write or draw…)

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Student agreement/licence

_____

(Teacher)

acknowledges the commitment of

_____

(Student)

to being a polite, safe, responsible and ethical user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

_____   _____
Student's signature   Teacher's signature

Date

_____

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 this Acceptable Use Agreement guidelines for ICT
- 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 tubs 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 daily random checks on selected devices.
- The iPad must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device.
- The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.

iTunes

- An iTunes account is necessary to download applications (software) to allow the iPad to function
- Parents/Legal Guardians will need to purchase a $40 iTunes card at the onset of the program for the purchase of core educational apps from the iTunes Store.
- Visit the school website for 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 not putting in credit card details.
- By using the iTunes software a use 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.
- We have found that having a separate iTunes account for your child is preferable than using an existing, and therefore shared account.
- A user is entirely responsible for maintain 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 Parent/Legal Guardian and reflect the behaviors 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 so they can tract the usage.
- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in the computer by opening iTunes, go to 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 strongly 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 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 including social media and photo sharing apps, which parents are undoubtedly aware of and hopefully control. There are however many applications or services which we deem appropriate. These include: Gmail, Dropbox & Evernote. The list of suggested Apps and those we wish to use will grow over time will be listed on the school website.

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

Student Section
Student Name: _____ Class: _____

With my parents I have read the St Albans Meadows 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 iPad privileges suspended.

Student Signature: _____

Date: _____

Parent/Guardian Section
I have read the St Albans Meadows 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 iPad privileges privilege suspended.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____