POLICY STATEMENT:

Online Services provided to students in public schools will only be used for learning related activities and require informed parental consent and appropriate management.

BACKGROUND:

Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to adopt protective online behaviour. The Department makes every reasonable effort to achieve this by educating and informing students and parents, as well as by putting measures in place to monitor email traffic and internet access. All activities conducted using the Department's online services may be logged and accessed for administrative, legal or security purposes.

This policy has been developed to assist teachers to put in place school-based processes and procedures that will both protect and inform students and parents in their use of Departmental online services. The Department continues to work with the Australian Communications and Media Authority (ACMA), the Australian Government agency responsible for Cybersafe and Cybersmart kids programs in schools.

PROCEDURES

ACCESS AND SECURITY:

Principals must:
- inform parents and teachers of this policy’s existence;
- provide students access to online services-enabled computers/tablets within the limits of available resources;
- advise parents that while the Department will make every reasonable effort to provide a safe and secure online learning experience for students when using the Department’s online services, it is not possible to guarantee that students will not be exposed to inappropriate material;
- advise parents that any Internet browsing by their child at home or from other non-school locations, will not be via the Department’s online services and therefore will not be filtered by the Department; and
- approve any material planned for publication on the Internet or intranets and verify appropriate copyright and privacy clearance.

Teachers must:
- provide appropriate supervision for students using the Internet and other online services at school.
- issue and maintain student passwords in a confidential and secure manner, with additional consideration and provision given to early primary and special needs students.

CONDITIONS OF USE:

Teachers must receive an Acceptable Usage Agreement signed by the student or parent before granting students access to online services (See Appendix 1 (K-2) and 2 (3-7) Online Use and Device Management Agreement)

PERSONAL INFORMATION, PRIVACY AND CONFIDENTIALITY:

Principals must gain written permission from the student or their parent if the student is under
18 years of age, before publishing video recordings, photographs or comments relating to their students.

Teachers must advise students they should not reveal personal information including names, addresses, financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others.

INTELLECTUAL PROPERTY AND COPYRIGHT:
Teachers must advise students of the need to:

- be aware of the legal requirements regarding copyright when downloading information;
- gain permission before electronically publishing users' works or drawings;
- acknowledge the creator or author of any material published; and
- observe appropriate copyright clearance including acknowledging the author or source of any information used.

MISUSE AND BREACHES OF ACCEPTABLE USAGE:
Principals and teachers must:

- follow procedures for fairness and due process where there is an alleged misuse or breach of this policy including investigating any reported misuse and, where possible, accurately retracing misuse to the offender;
- tailor disciplinary action taken in relation to students to meet specific concerns related to the breach, and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and
- promptly address the online publication of defamatory material about staff or students.

Teachers must inform students:

- of the consequences of breaches caused by them allowing any other person to use their online services account;
- that the consequences of misusing online services will be withdrawal of access to online services and other consequences outlined in the Behaviour Management in Schools policy; and
- of their possible legal liability for offences committed using online services.

REPORTING MISUSE, BREACHES AND INAPPROPRIATE MATERIAL
Principals must report to the ICT Customer Service Centre any suspected technical security breach by users of Department Online Services outside the school as well as security breaches within the school that the school cannot resolve.

CLASSROOM AGREEMENTS
Each classroom will discuss the appropriate use of devices and online use. A classroom agreement in the form of an iPromise statement will be negotiated and displayed in the classroom (See Appendix 3 and 4 for K-2 and 3-6 examples). Please hand one into the office when completed for your classroom.

ESCALATION PROCESS FOR MISUSE OF DEVICE/ONLINE USE
If a student is seen misusing a device including online use with a med/high level behaviours it will be reported to administration by the teacher immediately. The following escalation process will be followed:

1. Verbal Warning
2. Loss of access to the device for one hour
3. Loss of access to the device for one day (parents notified)
4. Loss of access to the device for one week (parents notified)
5. Loss of access to the device for the remainder of the term/year (parents notified)

* Step 5 would require a behaviour management plan before device is reinstated according to the DPS Behaviour Management Policy.
Examples of low level misuse that may result in loss of access:
- time wasting (i.e. playing games, taking selfies when not required as part of the task, playing music etc.);
- plagiarism of online content;
- unauthorised access of online sites (i.e. YouTube - of a low level nature); and
- leaving your iPad unattended.

Examples of medium level misuse that may result in loss of access:
- downloading apps without permission;
- changing settings without permission;
- plagiarism of online content (medium level);
- accessing inappropriate material (medium level);
- misusing other people's images/property; and
- using the iPad in a careless way (physical).

Examples of high level misuse that may result in loss of access:
- using another student's iPad or ID without permission (1:1 classes);
- intentionally damaging an iPad;
- accessing inappropriate sites (high level); and
- bullying or intimidating other people online.

Note: Extreme cases of inappropriate online use must be reported to the ICT Customer Service Centre through the Principal.

DIGITAL LEADERS PROGRAMME
Students can apply to be a digital leader through a digital mode once a year (years 3-6). Selection is made on the discretion of the ICT committee members. Ongoing appointment as digital leaders requires the following commitment from students:
- appropriate behaviour in and out of the classroom; and
- maintaining classroom work standards.

If a student’s behaviour is deemed unsuitable for this leadership role their appointment as a digital leader can be withdrawn at the discretion of the ICT committee and in collaboration with teachers and the school principal.

Digital leaders will sign a contract that outlines their duties and expectations (see Appendix 5).

Written: 2012
Reviewed: 2014
To be reviewed: 2015 by ICT COMMITTEE
Device Access
Dalkeith Primary School has invested in Apple devices as educational tools to support the teaching and learning programs of the school. All students will have access to the devices at different times throughout the year.

The Internet
These devices require a wireless network in order to access the Internet. The school will provide a network within the school grounds. This network is monitored by the Department of Education. It is important to know that no network is completely ‘safe’ in terms of accessible content. If students are using school devices at home, they can connect to the home wireless network. The setup of parental controls on these devices is limited. This means that online browsing is virtually unrestricted and unfiltered. It is recommended that the device be used in a monitored environment.

STUDENT

As a student of Dalkeith Primary School, I have read, understand and agree with the rules for device/online use at the school:

Online Rules

I agree to follow the online rules set out below when I use the internet or a log-on account:

- I will ask the teacher first before using devices/the internet.
- I will not let other people log-on to my account/use my device without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account/device.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use material from the internet if I have asked the teacher.
- If I download material 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 devices and will not change the settings.
- I will not use devices to be mean, rude or unkind about other people.

I understand that:
- If I use the internet or my device in a way that I shouldn’t I may not be able to use these in the future outlined in the Dalkeith Primary School Students Online Policy.
- I may be legally liable for misuse of the computer and the police may be contacted.

I agree to abide by the Online/Device Usage Agreement for school students.

Student’s Name: ________________________________________________________________

Year Level: ____________________________________________________________________

Student’s Signature: _____________________________________________________________

Date: ___________________________________________________________________________
I understand that the Internet can provide my child with valuable learning experiences. I also understand that it gives access to information on devices around the world and that a very small part of that information can be offensive, illegal and dangerous.

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I have discussed the Internet usage agreement with my child.

I accept responsibility for my child's use of device use while out of school.

If the device is lost, stolen or broken through misadventure, I will report to the school immediately and negotiate recovery and repair.

I believe____________________________________(Name of student) understands this responsibility and I hereby give permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet access for some time and/or contacting me.

Parent or Guardian's name:______________________________________________________________

Parent's Guardian's Signature:_______________________________________ Date _____
Device Access
Dalkeith Primary School has invested in Apple devices as educational tools to support the teaching and learning programs of the school. All students will have access to the devices at different times throughout the year and through the 1:1 parent funded program.

The Internet
These devices require a wireless network in order to access the internet. The school will provide a network within the school grounds. This network is monitored by the Department of Education. It is important to know that no network is completely ‘safe’ in terms of accessible content. If students are using school devices at home, they can connect to the home wireless network. The setup of parental controls on these devices is limited. This means that online browsing is virtually unrestricted and unfiltered. It is recommended that the device be used in a monitored environment.

STUDENT
As a student of Dalkeith Primary School, I have read, understand and agree with the rules for device/online use at the school:
- I will use devices/online access for educational purposes and only with the permission of a teacher.
- I will follow all instructions from teachers when using devices at school and at home.
- I will not let others use my device or access other’s devices unless it is with the teacher’s permission.
- I know I am responsible for anything that happens when my device is used by others.
- I will be courteous and use appropriate language.
- I will not look for illegal, dangerous or offensive information.
- If I accidentally come across illegal, dangerous or offensive information I will:
  (a) move away, delete or clear my screen; and
  (b) immediately and quietly inform my teacher.
- I will not let anybody else know my password (if applicable).
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any communication that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only 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.
- I will not reveal personal information, including names, addresses, photographs, movies, credit card details and telephone numbers of myself or others.
- I will respect and not damage, disable or change devices or device settings of the school, the Department of Education or any other organisation.
- I will not use devices to bully, be mean, rude or unkind about other people through the use of the device or online (social media).

I understand that:
- The misuse of online services may result in the withdrawal of access to services and other consequences outlined in the Dalkeith Primary School Students Online Policy.
- I may be held legally liable for offences committed using online services.
I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my iPad access and/or contacting my parents according to the Dalkeith Primary School Students Online Policy.

I agree to abide by the Online/Device Usage Agreement for school students.

Student's Name:____________________________________________________________

Year Level:________________________________________________________________

Student's Signature:_________________________________________________________

Date:_____________________________________________________________________

PARENT/GUARDIAN

I understand that the Internet can provide my child with valuable learning experiences. I also understand that it gives access to information on devices around the world and that a very small part of that information can be offensive, illegal and dangerous.

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I have discussed the Internet usage agreement with my child.

I accept responsibility for my child's use of device use while out of school.

If the device is lost, stolen or broken through misadventure, I will report to the school immediately and negotiate recovery and repair.

I believe________________________________________(Name of student) understands this responsibility and I hereby give permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet access for some time and/or contacting me.

Parent or Guardian's name:______________________________________________

Parent's Guardian's Signature:_________________________________________
I promise not to leave the iPad on the floor.

I promise to follow teacher directions when using the iPad.

I promise to treat the iPads gently and with care.

I promise to be respectful and not interrupt when other people are recording.

I promise to share and take turns.

I promise to hold the iPad with both hands.

I promise to return the iPad to the technology corner.

I promise to save my work when I have finished my turn.
We can use our iPads for:
- School work
- Research
- Note taking
- Productive texts (pages, Keynote, iMovie, etc)
- Sharing information (Edmodo, Showbie, Thinglink)
- Communicating (Edmodo, emails)

Responsibilities
I promise to be responsible for the security of all my accounts (log off).
I promise to put my iPad back in the front cupboard at the end of every day.
I promise to be responsible for the care of my iPad
  - Not to leave it on the floor
  - Hold it with two hands
  - Make sure it is kept charged

I Promise not to:
Category 1:
Waste time, play games, take selfies, look at inappropriate websites (mild), play music or leave my iPad unattended.

Category 2:
Download anything (unless OKed), change the settings, access inappropriate material (medium), misuse other people’s images/property or use the iPad in a careless way (physical).

Category 3:
Use another student’s ipad or ID without permission, intentionally damage and iPad, access inappropriate sites, bully or intimidating other people with an iPad.
APPENDIX 5

DIGITAL LEADERS AGREEMENT

A digital leader is a student chosen to support their peers and teachers with integrating the use of technology throughout the curriculum, mentor younger students, lead school ICT tours and learn new digital skills.

DIGITAL LEADERS ROLE

- Class technology coach
- Help solve technology issues and problems that arise within the classroom
- Mentor younger students in using digital applications
- Lead school tours for special guests and visitors
- Commit to one lunchtime per week (Friday)

STUDENT

I understand that I must follow the agreement below to maintain my position as a digital leader at Dalkeith Primary School:

- I will assist and help others with technology patiently and respectfully
- I will model outstanding digital practice by not engaging in any misuse of technology
- I will model exemplary behaviour in the classroom, online and in the playground
- I will maintain and keep up with my regular schoolwork in the classroom
- I will try my best to resolve technical issues that arise in the classroom
- I will communicate respectfully online and with my device
- I will learn new skills then share my expert knowledge with my peers and teachers
- I will coach others by guiding and teaching rather than solving the problem for my peers and teachers

I understand that:
- If I do not adhere to the agreement I may be deemed unsuitable for a position on the digital leaders team.

Student's Name:_________________________________________
Year Level:_____________________________________________
Student's Signature:______________________________________
Date:___________________________________________________

PARENT/GUARDIAN

I believe ________________________ (Name of student) understands this responsibility and I hereby give permission for him/her to be part of the digital leaders team. I understand that students not maintaining outstanding leadership skills may be deemed unsuitable. This may include a suspension or removal from the program.

Parent or Guardian's name:_________________________________
Parent's Guardian's Signature:________________________________Date ______________

CLASSROOM TEACHER

Teacher's Signature:_________________________________Date ______________