



OAK PARK PRIMARY SCHOOL ICT ACCEPTABLE USE POLICY

June 2018

eLearning Vision

Oak Park Primary School seeks to develop the skills that will enable our students to participate successfully in a global community. Teachers will engage students in ways not previously possible. We aim for our students to become adaptable, effective and ethical users of technology to learn, create and communicate.

Mission Statement

To embed ICT in all curriculum areas using appropriate pedagogies.

To provide connected learning beyond the school

To give students and teachers the appropriate ICT and multi-literacy skills for future learning and teaching

To support Staff in their own professional learning to enable them to have the skills and confidence to enhance their teaching and personal work organisation

To develop students' curiosity and ability to:

- Think logically and critically
- Ask questions and solve problems
- Innovate and create
- Collaborate and communicate

IMPLEMENTATION

At Oak Park Primary School we will:

- Ask all families to provide a full sized Apple iPad for use at school and at home. This device will support a range of learning activities where students collaborate, create, problem solve and think critically.
- Provide devices for use in the classroom for those students who do not have access to a BYO device.
- Implement an ICT Committee, with representation from across the school, who will be responsible for the coordination of the ICT program at the school.

- Employ IT technicians to support the 1 to 1 iPad program.
- Provide a comprehensive information booklet about the iPads for Learning Program at OPPS:
https://www.oakparkps.vic.edu.au/uploads/4/8/1/3/48136671/ipad_information_book_2018.pdf
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home by through our 'iPad Parent Information Booklet', regular information sessions and articles in our School Newsletter.
- Maintain our accreditation as an eSmart school. The eSmart program will be a component of our curriculum, designed to educate our students about digital issues such as cyberbullying, online privacy, intellectual property and copyright.
- Implement an eSmart committee that will support smart, safe, responsible technology and wellbeing outcomes for our school community.
- Ensure that all students and parents read and sign the F-6 Acceptable Use Agreement at the beginning of each year. This document will outline clear protocols and expectations for the safe and responsible use of technology and online spaces.
- Maintain an updated Cyber Bullying policy and reporting system that articulates our vision and actions that aim to minimise incidences of cyberbullying at school.
https://www.oakparkps.vic.edu.au/uploads/4/8/1/3/48136671/bullyingand_harassment_policy_and_procedures.pdf
- Use clear protocols and procedures to protect students working in online spaces. This will include reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures including an online bullying reporting system <https://www.oakparkps.vic.edu.au/report-bullying.html>
- Supervise and support students using digital technologies in the classroom.
- Provide a filtered internet service to block inappropriate content.
- Critically appraise all online sites, apps and digital tools that teachers use in the classroom to support students' learning.
- Teachers will monitor student use of apps in the classroom through the application of online, and other tools.

CONSEQUENCES OF MISUSE

The Oak Park Primary School Positive Behaviours Matrix outlines the following behaviours that will be explicitly taught by teachers and encouraged in students:

Using computers and iPad	Learn the steps to fix some common ICT problems myself. Save all my work in an organised manner. Delete and report anything inappropriate that is forwarded to me.	Commit to the ICT Agreement signed at the start of the year. Use only school approved apps. Keep my devices and passwords in a safe location. Report any cyberbullying or inappropriate material immediately.	Allow others to use online resources without interference. Be courteous and polite in all online communications.
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Each year students and parents are required to complete an '**Acceptable Digital Technologies Use Agreement**'. (See appendix)

In the event of breaches of the agreement the following steps will be implemented:

1. In the first instance, a warning is issued to the student
2. A subsequent breach will mean that the iPad will be confiscated for the day and parents will be notified
3. A further breach will mean that the iPad will be confiscated for 1 week; parents will be notified.

The consequences for any further breaches will be determined by the ICT Committee in consultation with the Principal and/or the Assistant Principal.

In instances when the iPad is confiscated, the student must continue with the same work as other students in the class, but must use other non-technological equipment to carry out the task.

Virtual Private Networks

The iPad agreement signed at the start of the year, stipulates that only school based and age appropriate apps (ratings under 12 years old) are to be on student iPads used at school.

The use of VPNs Virtual Private Networks (VPNs) allow users to surf the net and stream anonymously. VPNs allow users to bypass filters and access inappropriate and illegal content without being detected.

The DET and local technician will conduct random spot checks of devices, throughout the school.

VPN apps are not allowed to be on devices that access the school's network.

If a VPN is found to be on a student's device the following action will be taken:

1. The iPad will be confiscated.
2. Parents will be notified and asked to collect their child's iPad.
3. Further checks of the iPad will be conducted.
4. Any subsequent breaches will result in a 2 week ban and the student will be provided with alternative technology (such as a netbook).
5. Following these steps, any student found to have a VPN on their device will be banned from using the school network.

EVALUATION

This policy will be reviewed as part of the school's ongoing policy and process review cycle as well as any information provided by the Department of Education and Training and the eSmart Schools Program.

APPENDIX

ICT User Agreement Attached.



When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful. I must also ensure that I only use my own digital device (or a device provided by the school). This means I:

- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Don't use actions online to be mean to others. (This can include leaving someone out to make him or her feel bad).
- Don't copy someone else's work or ideas from the Internet and present them as my own. (I will include the website link).
- Never touch another student's digital device for any reason.

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 not to be shared online. This means I:

- Never share my own or my friend's full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- Protect my password and I don't share it with others.
- Don't join a space online without my parents or teacher's guidance and permission.
- Never answer questions online that ask for my personal information.

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

- 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.
- Speak to a trusted adult if I know someone else is upset or scared.
- Stop to think about what I post or share online.
- Use spaces or sites that are right for my age.
- Don't deliberately search for something inappropriate.
- Either turn off the screen or use the back button if I see something inappropriate (offensive or violent) and tell a trusted adult.
- Am careful with the equipment I use.
- Never purchase anything online unless a trusted adult assists me.

When I use digital technologies I ensure that it is used to promote learning. This means I:

- Only use digital technologies for learning purposes.
- Turn off all notifications so my learning is not interrupted.
- Stay on task using educational apps approved by my teacher/school.
- Report any misuse of digital technologies to my classroom teacher.
- Turn off iMessage or other instant messaging apps (including social media) while at school.
- I will use digital technologies to communicate with others for learning purposes only (i.e. no personal messaging during school times)

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at school will be renegotiated if I do not act responsibly (please see the iPad Information Booklet and our ICT Acceptable Use Policy on our webpage for disciplinary action process).

Student Name:..... Student Signature:..... Class.....
Date.....

Parent/Guardian Agreement: Please tick EVERY BOX before signing.

I agree to:

- My child using the Internet at school for educational purposes only.
- The school signing my child up to educational accounts, websites and apps, e.g. school email, Apple Classroom, Showbie, Mathletics Google Drive, and other similar age appropriate collaborative spaces.
- The ICT Acceptable Use Policy - I have read, understand and agree to abide by the school's ICT Acceptable Use Policy as on our school's website.
- Contact the school if there is anything here that I do not understand. If there is a situation, which concerns me, I will contact either the school Principal or my child's classroom teacher.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don't hesitate to contact our e-Learning Coordinator (Tania Haimon), Bryan Nolan (Principal), Monika Gruss (AP) or your child's class teacher on (03) 9306 9182.

Parent Name: Parent Signature:.....
Date:.....