



## ICT Acceptable Use Policy

Wangaratta West Primary School is committed to student use of technology as a tool to expand learning opportunities and conduct educational research. The use of technology facilitates global collaboration. Students at Wangaratta West utilise the Apple iPad on a wireless network. iPads are strictly for educational use, consistent with the educational goals of Wangaratta West Primary School.

Along with the opportunity this provides some responsibility. This Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of their iPad at school. The underlying premise of this policy is that all members of Wangaratta West community must uphold our school values of honesty and respect.

### iPad Use

- Student technology will solely be used within the school of Wangaratta West Primary. They will not be available for homework.

### Passwords

- Each student has their own login and password for educational programs and educational websites and it is their responsibility to keep it secret. If anyone finds out your password, it is your responsibility to change this immediately with your teacher.
- Parents are entitled to know their child's usernames and passwords. This information is available from your child or from the school.
- At no stage is any student allowed to use another individual's login and password.

### Email (Grades 3- 6)

- The use of email during class is prohibited unless authorised by a class teacher.
- Email services provided by the school are to be used only for educational purposes.
- Students are prohibited from using any form of communication through the internet of an abusive, derogatory, sexual or harassing nature (this includes mean-spirited emails, offensive blogging, statements of a bullying nature, communication with sexual innuendo etc.). This will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters and spam of any kind are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account.
- The school's email program is to be used for student mail only and the email domain created by Wangaratta West PS. Other programs such as Hotmail are prohibited and will be blocked.
- School email addresses are not to be given to **ANY** websites, companies, or other third parties without the explicit permission of your classroom teacher.
- Only school related attachments are to be sent on the school email system.
- Email etiquette will be consistently observed by teachers at school. Parents are strongly encouraged to observe their child's email etiquette at home.
- Student domain (@wangwestps.com) **can not** be contacted by an external third party company. Nor can the user email outside of our school domain.

### **Chatting/messaging**

- Instant messaging through chat rooms is only permitted during an assigned, in-class activity that is supervised by your class teacher.

### **Blogging/Seesaw**

- All comments go to an administrator (the class teacher's email account).
- All comments must be authorised by the teacher before being posted.
- Only first names will be used on blogs/seesaw.
- Children will not be permitted to post any personal information such as addresses and phone numbers.

### **Audio and Video**

- Audio and video (including music) on iPads is to be turned off unless it is specifically required for the activity being conducted.
- When sound is needed, headphones provided by the student must be used.
- Any audio or video recording must only be done with the prior permission of all parties being recorded.

### **iPad Care and Handling**

- Students must not lend their iPads to other students unless instructed by a teacher.
- Students must not borrow an iPad from another student unless instructed by a teacher.
- iPads must be carried and transported appropriately in their approved cases at all times. Failure of transporting an iPad correctly could lead to damage and result in permanent loss of data.
- No food or beverages should be in the vicinity of the iPads.
- iPads should be handled safely, responsibly and respectfully
- iPads and iPad cases are not to be defaced in any way.
- Identification sticker on your iPad are not permitted to be defaced or removed.
- Students must have their iPad fully charged at the start of each school day.
- It is the responsibility of the student to back up personal files. Students will be instructed on the correct backing up procedures.
- iPads will not be used during a wet-day timetable.

### **Network Access**

- Students are prohibited from accessing staff laptops for any reason.
- Students are not to degrade, damage or disrupt online services. This includes tampering with computer hardware or software, vandalising data, invoking computer viruses, attempting to gain access to restricted or unauthorised network services, or violating copyright laws.

### **Software/Applications**

- All software and application will be managed remotely via our cloud network. This software allows us the ability to monitor all devices and ensure students only have access to high quality, educational content.
- Our cloud network will ensure students are unable to adjust any form of iPad settings, providing us with a third layer of security to ensure safety.

### **Google**

- Wangaratta West Primary school uses Google Apps for Education in the classroom. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Attached is further detail on Google Apps for Education privacy information and terms and conditions.

### Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual nature, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display or store this type of material. Any material found in this nature must be reported immediately to a classroom teacher. Wangaratta West has an extremely secure internet filter, blocking websites of a dangerous manner. However students must report any inappropriate content.
- Students are required to give proper credit to all Internet sources used in school assignments, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- If a student accidentally accesses a website that contains obscene, or otherwise offensive material, he/she is to notify a teacher as quickly as possible so that such sites can be blocked from further access. **This is not merely a request; it is a responsibility.**

### Privacy, Use, and Safety

- Students are not permitted to give any personal information regarding themselves or others through email or the Internet without teachers permission. This includes information such as name, age, phone number, address (including email address), passwords, etc. Handing out such information is considered inappropriate and unsafe.
- Students must not share their private passwords or usernames for network and iPad access . This is important in order to protect the privacy of each student. Students must inform their class teacher of any changes to their password.
- iPads that are provided by the school continue to be the property of the school. Therefore the school has the right to view all content at any time.
- The school administration has the ability to access all internet files and accounts of students. The school will regularly access and monitor computer activities that take place on school-owned computers including logging website access, newsgroup access, bandwidth and network use. The school will use this ability to investigate any misuse that is suspected.
- Any additional ICT device (such as a camera or iPod) used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove the contents from the device.

### Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on an iPad, the loss of the use of the iPad and other devices for an amount of time determined by the school and possible disciplinary action.
- These consequences apply to the usage of all ICT equipment owned by Wangaratta West Primary School.
- iPads with illegal or inappropriate software or materials on them will be reformatted to factory settings.
- In the case of repeated iPad abuse and/or damages, the school has the right to revoke the use of the school's iPad.
- Students are to report any known violations of this Acceptable Use Policy to their teacher. Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.
- It is not the responsibility of Wangaratta West P.S but rather the responsibility of students for the activities conducted or materials stored on the school's iPads and network.

## GOOGLE APPS FOR EDUCATION- PRIVACY INFORMATION

Wangaratta West Primary school uses Google Apps for Education in the classroom. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Google Apps for Education includes the following online services:

### Google Apps for Education ('online services')

1.Classroom	6.Docs
2.Gmail	7.Slides
3.Drive	8.Sites
4.Calendar	9. Sheets

### Terms and conditions

Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

[http://www.google.com/apps/intl/en-in/terms/education\\_terms.html](http://www.google.com/apps/intl/en-in/terms/education_terms.html)

<https://www.google.com/edu/trust/index.html>

<https://support.google.com/work/answer/6056650>

### Consent for Google to access specific personal information of your child

We seek your consent for your child to use the above stated Google Apps for Education online services. To enable your child to sign-on and access these services, Google require access to your child's Department of Education & Training username, first and last name, year level and school.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

### Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014* .

Google Apps for Education Terms and Conditions provides further information on how Google Apps for Education may use your child's personal information.

### Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Stay Smart Online website:

[http://www.staysmartonline.gov.au/home\\_users/protect\\_your\\_children](http://www.staysmartonline.gov.au/home_users/protect_your_children)

<http://www.cybersmart.gov.au/parents.aspx>

In addition, staff at our school have been advised that the use of Google Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff does not upload your child's personal, sensitive, health or security classified information into Google Apps for Education.

### **Student responsibilities when using online services**

When using Google Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

### **Acknowledgement and Consent for student use of online services**

By signing and returning this form you acknowledge, consent and confirm that:

- You have received and read this Privacy Information and Consent Form - Google Apps for Education.
- You understand how your child's personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.
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**Breaches of this agreement will result in the student losing their access rights for a period of time as so determined by both the classroom teacher and the Principal. A breach of this agreement will also result in a formal meeting with the student involved and their parent/guardian before the iPad is returned. Depending on the seriousness of the offence, other disciplinary action may also apply.**

**STUDENT**

*I have read and discussed the ICT Acceptable Use Policy with my parents.  
I understand and accept the conditions of use and agree to use all Information Communication Technologies (ICT) at our school in a responsible manner for the purpose it is intended.  
I am fully aware that any breach of these conditions will result in disciplinary action and including the possible loss of iPad use.*

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT**

*I have read the ICT Acceptable Use Policy and acknowledge and fully support the conditions presented in the policy.  
I give my permission for my child to use the Information Communication Technologies (ICT) provided by Wangaratta West Primary School.  
I am fully aware that any breach of these conditions will result in disciplinary action and including the possible loss of iPad use.*

**Parent/Guardians Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return this signed agreement in its entirety to the school by Monday the 3rd of February 2018. The return of this signed agreement allows your child to commence the Learning for Tomorrow Program first week and receive their iPad on this day.*

