ASHGROVE STATE SCHOOL

Student access to the department's ICT facilities and devices

Our digital technologies program supports the school vision of being a World Class School. Through providing our students with access to up to date technology, learning and teaching that encompasses 21st Century skills and an engaging and personalised learning programs, we aim to equip our students with the skills they will require to be confident and capable digital users now and in the future.

Essential tools for supporting these innovative educational programs are the intranet, internet, email and network services (such as iPads, printers, display units and interactive whiteboards) that are available through the department's/school's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the *Code of School Behaviour* and our school rules. In addition, students and their parents should:

- understand the responsibility and behaviour requirements that come with accessing the school's ICT network facilities;
- ensure they have the skills to report and discontinue access to harmful information and communication;
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs;
  - ICT facilities and devices should be used appropriately as outlined in the *Code of School Behaviour*
  - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student and supervision by parents.
  - teachers and parents are permitted to perform checks to monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time.

The Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal mobile device, if there is any suspicion that the integrity of the network might be at risk.

Student Responsibility

It is **acceptable** for students while at school to:

- use digital technologies such as an iPad or computer for:
    - assigned class work and assignments set by teachers
    - developing appropriate literacy, communication and information skills
    - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
    - conducting general research for school activities and projects
    - communicating or collaborating with other students, teachers, parents or experts in relation to school work
    - accessing online references such as dictionaries, encyclopaedias, etc.
    - researching and learning through the department's eLearning environment

Students **should**:

- be courteous, considerate and respectful of others and myself when using digital devices
- be cybersafe and cybersmart at all times inside and outside of school
- switch off and place out of sight any mobile devices during classes, where these devices are not being used in a teacher directed activity to enhance learning

It is **unacceptable** for students while at school to:

- use digital technologies in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media and emails
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's networks security
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information on computers from around the world and that the school makes every effort to ensure that this information is age appropriate.

I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe _____ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Behaviour Management Policy*. This may include loss of access and usage of the school's ICT facilities and devices for some time.

I have read and understood this policy and the *Code of School Behaviour*.

I agree to abide by the above policy.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature)

_____ (Date)

The Department of Education and Training through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

For Student: Prep – Year 2

I have discussed the above expectations with my child at an age appropriate level.

Eg. Students must use technology safely and gently; Students must only use technologies in the way that they are directed by the teacher.

_____ (Parent/Guardian's name)

_____ (Parent/Guardian's signature)

_____ (Date)

For Student: Year 3 – Year 6

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information stored on computers around the world.

While I have access to the school's ICT facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically, in relation to internet usage, should any offensive pictures or information appear on my screen I will immediately inform my teacher, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home, I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's *Behaviour Management Policy*, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the *Code of School Behaviour*.

I agree to abide by the above rules / the procedure/policy/statement/guideline.

_____ (Student's name)

_____ (Student's signature)

_____ (Date)