



Saltwater P-9 College

Acceptable Use Policy

(All 1:1 Devices and school purchased devices)

**Information for
Parents and Students**

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1. INTRODUCTION

The integration of 1:1 Devices and other supporting Information Communications Technologies (ICT) into the classroom (MacBook's, iPads, TVs, and Apple TVs) will represent an exciting era at Saltwater P-9 College. More specifically, our 1:1 Programs will provide a wealth of rich educational resources and tools that, when used effectively, can deliver positive teaching and learning outcomes. However, if the implementation of any new technology is not properly controlled and supported by staff, students and parents, there are certain pitfalls that students may encounter.

The Department of Education and Training helps support students with the appropriate and safe use of ICT devices. No one piece of technology is ever perfect or completely safe, however, we do our best to help protect our students and school community. As part of our Cybersafe program, we can alert parents and students to most potential and known dangers, we constantly review and update our Digital Learning Policy to provide a 'Cybersafe' learning environment, and we always try and provide advice and support to staff, students and parents whenever possible. With this policy in place, the exposure of students to potential problems can therefore be minimised.

This document outlines our 1:1 programs and school-based ICT program, and details the policy, guidelines and support strategies to ensure that students are able to make efficient use of their ICT devices, make informed and "safe" decisions, and avoid many technical problems.

Whilst technological devices, such as MacBooks and iPads, are great learning tools, they do not replace other concrete resources and effective teaching practices.

2. DESCRIPTION AND PURPOSE OF THE PROGRAMS

ICT Devices are used by student to gather information, organise, draft and revise material. Access to research is broader and supports just-in-time learning. The search for background information to contextualize learning can be undertaken by students using devices with internet access rather than with information provided by teachers. Students are able to access information at their point of need, to support their classroom learning. In addition, access to the internet can provide current data and a wider variety of resources than may be available in the classroom. Students can access online databases, e.g. access census data, track satellites, download photographs and other images; they can record and analyse data using spreadsheets, watch online videos and tutorials, and listen to podcasts. Teachers believe that students get more involved in in-depth research using devices.

Students using 1:1 devices have opportunities to work with a range of diverse media to create content. They can use multimedia tools for creative expression, presentations, project work, narratives and more. They can design and create multimedia presentations, create personal webpages and make and edit digital movies and images.

Students can use their devices to extend real-world learning by taking virtual tours, viewing simulations or movies and manipulating 3D models to visualise molecules. They can experiment with animations to assist understanding of concepts, providing context and meaning. Simulations, animations and movies engage students' senses and stimulate thinking through real-world problems. Students can learn about difficult concepts, interpret content and develop new understandings through online access to maps, video, audio, images, simulations, animations and text.

Students track and record their learning progress in ongoing digital learning portfolios, where they gain point-of-need and timely feedback from their teachers as well as celebrating their ongoing success and achievements. They use online platforms to cooperate and collaborate with peers, giving and receiving instant feedback, sharing their learning.

Every year, Saltwater P-9 College will invest heavily into the maintenance and improvement of our ICT infrastructure, including classroom devices, coding equipment, Networks, Wi-Fi Systems, Servers, grade specific Software/APPs, subscription based tools, and other equipment (such as colour copiers and televisions). Students in Years Prep-3 will be given the opportunity to participate in a 1:1 iPad program that will include Volume Purchasing Program (VPP) APPs. Students in Years 4-9 will have the opportunity to participate in a 1:1 MacBook Program. Parents will be given the choice of participating in our 1:1 programs, if desired. Banks of school iPads and MacBooks will be available for students not participating in the program to use for some lessons during learning time. School devices offered to students for learning opportunities in the classroom will not be at a 1:1 capacity, and will not be available for home use. The Coding and Digital Technologies program is for all Year levels, Prep to Year 9.

For families selecting to participate in our 1:1 Programs, Saltwater P-9 College supplies the latest model iPads, MacBooks and software tools for students to use and take home, and allows families to take advantage of Education Software Pricing.

Purchasing of 1:1 devices through Saltwater P-9 College includes a three year full 'Factory Warranty' (for product failures under normal use), an AppleCare PLUS warranty (for coverage towards some accidents), Education Insurance cover (for accidental damage and theft/loss), access to 'Software' tools only while enrolled at Saltwater P-9 College (licensed specifically to the Department and Saltwater P-9 College), 'Filtering' license (to help protect students while online and only when enrolled at the school), and on-site 'Technical Support'.

To support Saltwater P-9 College in providing a safe digital learning environment, students and parents must agree to certain guidelines and conditions, including the signing of an 'Acceptable Use Policy'.

3. RESPONSIBILITIES

1.1. The Role of Students

Students are expected use ICT devices and the school network responsibly. Communications on information networks are often public and general school rules for student behaviour, conduct and standards will apply. This also applies to students participating in the 1:1 program while at home. Students must not disclose personal and sensitive information for non-school purposes or without parental/guardian consent, particularly important for online collaboration projects (such as through Office 365, Edmodo, Google Apps for Education, Class Dojo, Mathletics, Reading Eggs, iCloud etc.).

Only 'G-Rated', legal, and copyright approved content will be used on 1:1 devices and school owned equipment. Downloading or sharing of illegal or other inappropriate content is banned. When using 1:1 devices and accessing school ICT resources, students must follow the policy and guidelines detailed in this document. Students who fail to honour this Agreement may forfeit use of their device and access to the Internet and/or school networks.

1.2. The Role of Parents/Guardians

Parents/Guardians are required to take responsibility for conveying the importance of the policy, all Department guidelines within this document, and other related school policies to their children. They are also required to monitor their child's use of any 1:1 devices while at home, including access to 'safe and legal' media and information sources.

Parents or guardians must follow all laws and not allow children access to adult sites, and social networking groups (such as Facebook, Instagram, LinkedIn, Pinterest, Tumblr etc.), and other content that is not approved for primary aged children, 12 years and below. Downloads, and sharing of content must also be of a legal and age appropriate manner.

Parent log on/management passwords are strictly for their use and must not be given to any other user. Parents or guardians are responsible for any personal information stored on students' 1:1 Devices. Saltwater P-9 College is not responsible for data backup or support of personal software or content. Parents must not disclose personal and sensitive information for non-school purposes or without school approval.

1.3. The Role of Teaching, and Education Support (ES) Staff

Staff will monitor appropriate care and use of all school owned and 1:1 Devices when delivering the curriculum. They will also provide guidance and instruction to all students in the appropriate use of such resources. This includes staff (and ES staff) facilitating student access to information on their own or on school and Department provided devices in support of and to enrich the curriculum while considering the varied instructional needs, learning styles, abilities and developmental levels of students. Staff at Saltwater P-9 College will also ensure that all online, and collaboration tools such as Office 365, Google APPs for Education, iCloud, etc. are all used appropriately, and for school use only. Staff must not disclose personal and sensitive information for non-school purposes or without parental/guardian consent.

1.4. The Role of the School

The school commits to upholding the Acceptable Use Policy Guidelines and organising physical and financial resources to enable safe, educationally relevant access to all ICT devices and relevant curriculum facilities for staff and students. The school also has a responsibility to ratify information published on the internet by students, or the school, and under the school's name so they meet legal requirements and community standards in relation to copyright and safety.

4. AUTHORISATION AND RULES FOR HOME USE - ANY 1:1 PROGRAM

Students will only be permitted to take their 1:1 devices home, if all rules and device care are adhered to. This will be managed (in accordance with Department guidelines) by Saltwater P-9 College as indicated on the 'Acceptable Use Policy', and also by student compliance with the usage conditions outlined in this document.

Home 1:1 usage will only be granted subject to adherence to the following rules:

1. Students bring their 1:1 Device to school 'FULLY CHARGED' each day. Chargers must not be brought to school.
2. Students must always use any protective sleeve/hard cover and keyboard protectors.
3. Their device must be carried within their school bag when travelling to and from school, and must NOT be carried in view of the public, outside of their bag.
4. For insurance reasons, students and parents are responsible for the safe storage and care of their 1:1 Device AT ALL TIMES. For example, devices must not be left visible in a car, must not be left in an unlocked car, must not be left overnight at any friends' houses, must be stored safely (away from heat or water sources) when not in use, not used outside in dusty or windy environments, and must be communicated to parents if not being carried directly home after school.
5. All software and ICT tools must be legal and 'G-Rated'. The Apple APP Store is the safest place to obtain APPs. An education Apple ID will be set up with school guidance.
6. All online collaborative tools such as Office 365, iCloud, Google APPs for Education, Edmodo, Class Dojo etc. must only be used for school use.
7. Games not approved by the Department, School, Teachers or Education Support (ES) are not accepted at school. Games and any other purchased/downloaded content must not be shared.
8. Skype and other family communication tools must be fully supervised, and only used while at home with parents or guardians. G-Rated times are enforced by our filtering software, and may affect use at home.
9. Appropriate home rules should be developed for each household. Use of 1:1 Devices within student bedrooms is strongly discouraged. Parents are encouraged to supervise devices while at home in 'public spaces' and to stipulate controlled Internet times. Regular breaks and screen free times are also encouraged.
10. All 1:1 Devices are Department managed and monitored, hence the school and home **Network Agreement** applies at ALL times. Student device filtering applies both at school and home.
11. Students must return their 1:1 Device to the school (prior to leaving Saltwater P-9 College) for factory software reset, and removal of all Department software, passwords and security.
10. Students must return their MacBooks to the school prior to handing down to a younger sibling, so that software can be upgraded, and payment of any software licensing extension can be made. Factory warranty is only to a maximum of three years.

Since home and school use brings with it a risk of accidental damage, loss, or theft, Saltwater P-9 College has in place education insurance for all 1:1 Devices, up to three years from new. Insurance only covers MacBook's if kept in good condition and used in appropriate locations, never outside in dirt, wet, or dusty environments. Each claim made (insurance or AppleCare PLUS) will require an excess/service fee payment, made to the school's front office before processing can start. The insurance company has final say on all claims, and if stolen, a police report must be submitted with the claim form. The Insurance Company terms and conditions and required excess payments may change without notice, and is not controlled in any part by Saltwater P-9 College.

If an insurance claim is partially or wholly rejected by the insurer due to non-compliance with the guidelines, the school may seek to recover the costs associated for any assessment (including courier fees), from parents or guardians.

All devices purchased through the school (classroom or 1:1 devices), must be treated with great care.

5. GUIDELINES FOR PROPER CARE OF ALL 1:1 DEVICES

1.1. Transport and Handling Procedures

Students are expected to use a protective sleeve/hard cover, and keyboard protector in order to take home 1:1 Devices. The school believes that the neoprene 'water resistant' sleeves are a good option for transporting inside of school bags. These sleeves have sufficient padding to protect their device from normal treatment. Although not technically waterproof (water resistant only), these sleeves will help protect while in the bag against most small spills.

When transporting their 1:1 Device, students are to ensure that it is contained properly within any protective accessories that parents may supply, and properly placed within their school bag, away from any drink bottles. Students need to be safe and secure, and never advertise the fact they are carrying a computer.

1.2. Occupational Health and Safety Guidelines

These basic health and safety guidelines for desktop computers also apply to any ICT Device:

- Keep upper arms relaxed at the side of the body, bend elbows to around 90° and keep wrists straight
- Use appropriate overhead lighting, and screen brightness. Use screen at an appropriate angle and height
- Ensure appropriate seating and desktop surfaces are used whenever possible
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.

Students with special needs will be catered for according to Department of Education guidelines when on school premises.

1.3. General Care of any 1:1 Device

1:1 Devices are **not** as yet fully owned by families, and **are monitored and managed entirely by the Department, and their representative, Saltwater P-9 College.** This requires students maintain their devices in good condition.

In order to achieve this, students must follow some simple guidelines. Students must not:

- mark or deface any equipment (e.g. writing on, engraving or attaching stickers on any part of the device surface. Appropriate stickers can only be placed on the external sides of the plastic shell, not the aluminium surface of the device
- eat or drink near their 1:1 Device
- attempt to repair equipment, or disassemble any part of their device
- disable the operation of the device

In addition, students must immediately report any malfunction or damage to the 1:1 Device to the Network Administrator. Procedures for repair and re-imaging will be given to students prior to the distribution of the devices.

1.4. Report of Loss or Damage

New 1:1 MacBooks are covered for warranty, repairs and insurance cover against loss and damage for three years. However, insurance claims will only be honoured for loss or damage if reasonable care has been exercised by students.

In circumstances where deliberate damage or theft has occurred, then the incident will be required to be reported to the police and action may be taken by the department against the perpetrators or their parents/guardians to recover costs for repair to, or replacement of any school or 1:1 Device.

Any loss or damage which occurs to any device must be reported to the school as soon as practicable. If this occurs within the school, during school hours, then the student must report the incident to the class teacher and Network Administrator immediately, within the same school day. The device may not be covered by insurance if not reported immediately while at school.

If loss, damage or theft occurs to any 1:1 Device outside school hours, either the student, or their parent/guardian must report the incident to the school as soon as practicable. In cases of theft outside school hours, the student or parent/guardian must also report the incident to the police. The police incident report must be submitted to the school for insurance claim purposes.

6. DATA MANAGEMENT (1:1 MACBOOK PROGRAM)

Saving or back-up of data is the student's responsibility. To backup student work it is recommended that they supply a USB flash drive or an external hard drive. An external hard drive must be a minimum of 250GB, and be Mac formatted. Please see your Network Administrator for assistance with formatting. A network drive is normally provided for students to save work onto the school servers, however, network saved documents won't necessarily be accessible from home when using 1:1 Devices.

If any device needs re-imaging, every option to recover school work will be exercised, however, recovery of work can't be guaranteed by the school. Students are ultimately responsible for backing up their school work. This process is taught from Year 3.

Staff will not normally accept data loss as an excuse for not handing in work on time.

7. PRINTING

Technical staff will provide access to network colour photocopiers for printing. Printing will be strictly supervised by the classroom teacher, and charged using the school's Papercut system. Students must arrange printing to be conducted during class time or at another time convenient for the classroom teacher. Students are not expected to print work from a 1:1 Device at home. All printing from these devices is encouraged to be carried out at school. Students are allocated a monthly balance for printing. They must learn to budget and print responsibly, hence why home printing is discouraged.

Students should minimise printing at all times by print-previewing, spell checking before printing, and editing on screen rather than on printouts. Printing should only be black and white, unless directed by the classroom teacher. Students are encouraged to load paper into printers, and use a 'touch on' FOB system.

8. VIRUS PROTECTION

MacBooks are configured with anti-virus software which should regularly and automatically check for viruses. On the detection of a virus or the suspicion of a viral infection, the student must inform the Network Administrator.

Spyware is generally an issue if infected software is shared between students, or un-approved software has been installed. Using reputable software companies, preferably Apple's APP Store, is advised. If a student accepts an infected program from another student, then both the student giving, and the student receiving may receive a short computer ban. The sending or receiving (sharing) of copyright or illegal/infected software breaches our code of conduct.

9. ACCEPTABLE USE POLICY - EVERYONE

This Acceptable Use Policy outlines the Guidelines that formally set out the rules of use of software (including collaborative and online), networks, printers and the internet. All staff and students are accessing the Department of Education System and are bound by Department of Education rules of use. Computer operating systems and other software have been set up to maximise the usefulness of devices. Students using 1:1 Devices at home are also bound by these conditions.

Students are prohibited from:

- Bringing or downloading unauthorised programs/APPs (including games) to the school or running them on school owned and 1:1 devices. Unapproved online internet games are strictly banned. If any device (school owned or 1:1) has unapproved or inappropriate games/software stored or installed, the device may be taken away from the student. For students participating in any ICT program, their device will be securely stored at Saltwater P-9 College (not at home), and only be used when at school.
- Deleting, adding or altering any restricted configuration settings (including password hacking tools) will result in the instant removal of the device.
- Copyright rules are to be adhered to at all times. It is illegal to copy, share, sell or distribute school Software/APPs, and any other licensed product without paying for, or obtaining direct approval from the developer. Illegal software from other sources is not to be copied, shared, or installed on any device. Copyright content may include (but is not restricted to) software, videos/movies, music, documents and pictures. Strict consequences apply, and may include removal of the device. Saltwater P-9 College is NOT liable for any costs incurred from breach of copyright.
- Deliberately introducing, using or possessing any virus or program that reduces system security will result in the instant removal from the 1:1 Program, or prohibition of using school devices.
- Attempting to log into the network with any user name or password that is not their own, or change any other person's password or documents is strictly banned. Strict consequences apply, and may include removal of device.
- Storing the following types of files in their network home directory, or on any device is not approved (Strict consequences apply, and may include removal of the device):
 - Unapproved program or game files
 - Obscene materials and filenames – includes graphic, audio, video and text
 - Insulting, violent, or racist materials
 - Password-protected or hidden files and folders
 - Copyright materials that are not owned/legalised

1.1. Access Security

It is a condition of entry to any 1:1 program that students (and parents) agree to the monitoring of all activities, including files, email, social networking and internet access.

Monitoring/Filtering of the Internet including email, online cloud based sites (including Office 365, Google APPs, iCloud) and social networks, home or at school will be maintained and periodically electronically scanned and manually checked to help ensure that undesirable internet sites have not been accessed, and that the content of e-mail remains within the guidelines.

1.2. Internet usage

Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way. Because the internet is often an unregulated environment, the school has a responsibility to help ensure that material accessed and obtained from the internet is not offensive or inappropriate. To this end, filtering software has been installed on devices to assist with this directive. It is, however, ultimately the responsibility of students to ensure their behaviour does not contravene school rules or rules imposed by parents/guardians. The school is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The school is also aware that no security system is perfect and that there is always the possibility of inappropriate material (intentionally and unintentionally), being obtained and/or displayed.

It is the responsibility of the school to:

- provide training on the use of the internet and make that training available to everyone authorised to use the school's internet.
- take action to help try and block the further display of offensive or inappropriate material that has appeared on the schools internet/Network.
- ensure student and staff privacy of information wherever possible. The school will not disclose personal and sensitive information for non-school purposes without parental/guardian consent.
- continue to review usage for cloud based services and ICT privacy annually.

Students must not deliberately enter or remain in any site that has any of the following content:

- Nudity (partial or full), inappropriate language, or discussion intended to provoke a sexual response
- Violence, bullying, terrorism, racism, or discrimination in any form
- Information about committing any crime
- Related to making/using weapons, dangerous practical jokes or "revenge" activities

Students must:

- Follow school guidelines and procedures when preparing materials for online publication or collaboration
- Not access any other material that their parents or guardians have forbidden them to see. If students encounter any such site, they must immediately turn off their device, and notify a teacher/parent immediately. They should not show the content to their friends.
- Not use mobile internet devices inappropriately while at school or during Out of School Hours Care.

1.1.1. Chat lines (IRC, MIRC, ICQ etc.)

Real-time chat programs (MIRC, ICQ) are not to be used by students unless instructed by a teacher.

1.1.2. Online cloud and collaboration tools (Edmodo, Office 365, Google Apps for education, iCloud, etc.)

Any online collaboration tools must only be used for school work, under supervision of a staff member or parent, and never used for purposes other than what it is intended for, or instructed for use of.

1.1.3. CyberSafety

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep children as safe as possible while online.

Parents are strongly encouraged to view the following sites:

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

<http://www.education.vic.gov.au/Documents/about/programs/bullystoppers/smsocial.pdf>

The School will:

- Manage any issue in relation to the care and appropriate use of any school owned or 1:1 device.
- Have final say on what consequences are issued to any student(s) who do not follow the rules as stipulated within the Department of Education's and Saltwater P-9 College's 'Acceptable Use Agreement'.
- Review and decide on appropriate solutions and consequences for any new issue that may arise outside of the current 'Acceptable Use Agreement'.