
Brentwood Park Primary School

Digital Learning Documents

Reviewed - 10 May 2017



A comprehensive digital learning environment has shown to improve student engagement, allow better collaboration and help workers of the future to remain tech-savvy.

At Brentwood Park Primary School, technology and education are entwined to take advantage of E-learning capabilities.

Digital learning is a fundamental component of our teaching and learning program, where technology and professional learning will equip the school community with transformative skills and develop students who are innovative and confident users of digital technologies in an ever changing digital world.

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BYOD iPad ~ Acceptable Use Policy

User Responsibilities

- Users must use protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Users may not photograph any other person, without that persons consent.
- The iPad is subject to routine monitoring by Brentwood Park Primary School. Devices must be provided immediately upon request by any member of staff as part of the monitoring process.
- Users in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- Pupils will be discouraged from using their iPad in on their journeys to and from school.
- On occasions students will be required to use their iPads out of the classroom, under the direction of the teacher.

Safeguarding and Maintaining ~ as an Academic Tool

- iPad batteries are required to be charged and be ready to use in school.
- Syncing the iPad to iTunes or iCloud will be maintained by a school administrator.
- Items deleted from the iPad cannot be recovered.
- Memory space is limited. Academic content takes precedence over personal files and apps.
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad safe and secure.
- iPads belonging to other users are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest member of staff.

Naming of the Device

Your iPad must be named with your first name and surname. This will allow for identification on the network.

Settings ~ General ~ About ~ Name

Lost, Damaged or Stolen iPad

If the iPad is lost, stolen, or damaged, the ICT technician/TSP/staff member must be notified immediately.

iPads that are believed to be stolen can be tracked through iCloud.

Prohibited Uses (not exclusive):

- Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Acceptable Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights – Users are not allowed to unlawfully download music and install inappropriate apps on their iPad.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- Images and voice recordings of other people may only be made with the permission of those in the photograph or recording, however, posting of images/movie / voice recording on the Internet into a public forum is strictly forbidden, without the express permission of the teacher or in the case of staff use; a member of the senior leadership team.
- Misuse of Passwords, Codes or other Unauthorised Access: Users are encouraged to set a passcode on their iPad to prevent other users from misusing it.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jailbreaking – Jailbreaking is the process which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.
- Users should be aware of and abide by the guidelines set out by the School eSmart policy.
- Brentwood Park Primary School reserves the right to confiscate and search an iPad to ensure compliance with this Acceptable Use Policy.

Users must read and sign the notice which will be distributed including:

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name:

Signature:

Date:

Please read the student pledge for iPad use:

Student Pledge for iPad Use

- I cannot use my iPad at school until my parent/carer has signed my user agreement form.
- When travelling to and from school, I will store my iPad away from food and drink items in my schoolbag.
- I will not leave my schoolbag unattended in the school ground, left sitting on the ground, or on a step or bench.
- I will not use my iPad in the school grounds including recess, lunch, before or after school unless otherwise instructed by a teacher or OSH (Out of School Hours) coordinator.
- I will place my iPad in the designated area in my classroom at the beginning of each day and before and after each lesson. I will not leave it on the ground, on a chair or outside at any time.
- I will name my iPad with my first and last name in the General/Settings area of my iPad and will name my iPad cover so as to easily distinguish it from other students in my class.
- I will only use my iPad and the permitted apps when my teacher instructs me to do so.
- I will never loan my iPad to another student.
- I will not touch another student's iPad unless I am handing it to a teacher because I believe it has been misplaced or if I have permission from a teacher to use another student's iPad during collaborative group work.
- I will keep my iPad in its cover at all times.
- I will look after my iPad carefully and report any accidental damage or any maintenance issues to my teacher or parent immediately. If my iPad cannot be brought to school, my teacher must receive a note or email from my parents explaining the problem and an estimated return date must be given.
- I understand that if my iPad screen is cracked, I may be asked to leave my iPad at home until it is fixed.
- I will not attempt to disassemble my iPad or attempt to make any repairs.
- If I am having technical difficulties, I will discuss this with my parents or teacher. I understand that I am not to attempt to fix another person's iPad problem.
- If I receive an email or other electronic message containing inappropriate or abusive language or I come across a website that I am not sure about, I will:
 - Not show other students
 - Turn off the screen
 - Inform my teacher or parent immediately.
- I will always seek permission to take another person's photo or video.
- I will be respectful in the photos I take or video I capture and never use these as a tool for bullying.

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- I will not have inappropriate pictures, photos, images or videos saved on my iPad. This includes in iMessage or emails.
 - I will not publish photographs to any online network without teacher or parental permission, and making sure it is appropriate first. This means not publishing photos of myself or others identifying personal information, such as my name, my school's name or my club's name, posting photos of myself doing inappropriate things, posting photos of myself nude or nearly nude, or posting photos of others.
 - I understand that teachers may look at any application or file on my iPad at any time.
 - I will only use school purchased apps during school hours, unless otherwise instructed by the teacher and understand that I must place any personal apps in a separate folder on my iPad.
 - I understand that my iPad is a tool for learning and that at any stage a teacher may ask me to remove media or apps from my device in order to create more memory space or if the teacher believes they are inappropriate.
 - I understand that my school email accounts are to be used for school related discussions only unless otherwise specified by my teacher.
 - I understand that if I have another email account setup on my iPad, I may not use it during school hours and that my school email must be set as the default account.
 - I understand that during wet day timetables, I may only use my iPad in the designated area and can only use apps from the approved games list. I am not allowed to use iMessage, Edmodo, YouTube or Safari during this time.
 - In the case that my iPad has 3G capabilities, the SIM card will not be brought to school and I will only use the school wireless network for internet.
 - I will install the apps I need for school through the BPPS MDM and will update the apps on my iPad regularly.
 - I will not intentionally delete any of the school profiles installed on my iPad.
 - I will regularly backup my iPad to iCloud. The school takes no responsibility for lost files.
 - I will bring my iPad to school fully charged each school day. I understand that I may not be permitted to charge my iPad at school. I will replace my charger and/or USB cable promptly if they stop working.
 - I understand that if I break these rules the school may notify my parents/guardians and the following measures may be taken:
 - * My iPad may be confiscated for the remainder of the day. I may collect my iPad from my teacher once dismissed for the day.
 - * My iPad may be confiscated for an extended period of time. A meeting will be held with my parents/guardians to discuss my eligibility to remain in the iPad Program.
 - * I may be removed from the iPad Program (in extreme cases).
- Steps may be skipped at the discretion of staff in consultation with parents.*
- Please note: Any incidences of bullying or harassment will be dealt with according to the Student Code of Conduct and will not be tolerated.*

I agree to abide by the statements of this iPad Acceptable Use Policy.

I agree to abide by the ICT - Acceptable Use Policy & Agreement for Students

Digital Learning ~ Acceptable Use Policy & Agreement for Students



Brentwood Park Primary School recognises the need for students to be safe, responsible and ethical users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

The purpose of this policy and agreement is to cover the use of digital technologies, social media tools and learning environments established by our school-owned networks, school owned devices (e.g. desktops, laptops, printers, scanners, iPads, digital cameras etc.) and BYOD iPads or other personal portable devices:

- Email and instant messaging
- Internet and Intranet
- Social networking sites
- iMessage
- Video and photo sharing websites
- Video and Web conferences
- Vod and podcasts

At Brentwood Park Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- have policies in place that clearly state the school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues, such as online privacy and intellectual property, including copyright.
- supervise students when using digital technologies for educational purposes.
- provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- know that some online activities are illegal and as such we are required to report this to the police.
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- provide parents/guardians with access to a copy of this document.
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Student Declaration

When I use technology, both at school and at home, I have responsibilities and rules to follow. I agree to be a safe, responsible and ethical user at all times by:

- respecting others and communicating with them in a supportive manner; never participating in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- communicating respectfully by thinking and checking that what I write or post is polite and respectful.
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- speaking to a trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- investigating the terms and conditions (e.g. age restrictions, parental consent requirements) of individual sites. If my understanding is unclear I will seek further explanation from a trusted adult.
- confirming that I meet the stated terms and conditions of online sites; completing the required registration process with factual responses about my personal details.
- carefully considering the content that I upload or post online as this is often viewed as a personal reflection of who I am.

When at school I agree to:

- behave according to the school's values when using communication technology.
- protect my privacy rights and those of other students by not giving out personal details, including full names, telephone numbers, addresses, passwords, images and the name of the school.
- use appropriate language when talking to and working with others online and never participate in hate mail, acts of harassment or cyber bullying.
- use the internet at school for educational purposes and only as directed by teachers.
- use social networking sites for educational purposes and only as directed by teachers.
- not deliberately enter or remain in any site that has obscene language or offensive content (including racist material or violent images).
- abide by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- not interfere with network systems and security, the data of another user or attempt to log into the network with a username or password of another student or teacher.
- not reveal my password to anyone except my parents, the system administrator or teachers.
- not bring or download unauthorised programs, including apps, games, to the school or run them on school computers or iPads.

Talk to a teacher or other trusted adult if:

- I need help online.
- I feel that the welfare of another student at the school is being threatened.
- I come across sites which are not suitable for our school.
- Someone writes something I don't like, or makes my friends and I feel uncomfortable, unsafe or asks me to provide information that I know is private.
- Not deliberately search for something inappropriate.
- Seek teacher permission before uploading any content to websites (e.g. blogs).
- Handle ICT devices with care and notify a teacher if it is damaged or requires attention.

When I use my personal portable device I agree to:

- handle ICT devices with care and notify a teacher if it is damaged or requires attention.
- use it for learning purposes as directed by my teacher.
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- protect the privacy of others and never post private information about another person.
- respect the privacy of others; only taking photos or recording sound or video when I have formal consent and it is agreed by the teacher to be part of a class or lesson.
- obtain consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to any online space.
- respect others and communicate with them in a supportive manner; never verbally or in writing participate in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- take full responsibility for caring for any technology that I bring to school. It is not the responsibility of the school to care for my belongings.
- this Acceptable Use Agreement applies to students at school, at home, during school excursions, camps and extra-curricular activities.

Digital Learning ~ Acceptable Use Policy & Agreement for Students

Name:

Signature

Date

- I have read and discussed the Acceptable Use Agreement.
- I understand the significance of the conditions and acknowledge and agree to follow them.
- I understand that any breach of these conditions may result in mobile technology and internet access privileges being suspended or revoked. Any level of consequence will be determined on an individual basis and at the discretion of the Principal or their delegate.
- I understand that any equipment brought to school is my/their own responsibility and that the school will not be held responsible for damage, loss or theft.



1:1 iPad Program Information



Ownership model

Families can choose to purchase an iPad through the school via the portal or on a lease agreement with JB Hi-Fi. This will be advertised when made available from JB Education. This will include the iPads available at the time of purchase:

Minimum requirements:

- At least 32gb iPad
- A Cover

School Supplied iPad

Families who do not purchase an iPad for their child will not be disadvantaged. The student will have access to a school owned iPad. This iPad will not be allowed to leave the school grounds. The configuration of the iPad will be what the school has available at the time of use. No student work will be stored on the school iPad, as it will all be transferred to the school server.

Guidelines for participation

- Parents and students must agree in writing to the terms and conditions of the program.
- Students will participate in an induction program to ensure they are familiar with their roles and responsibilities.

Caring for iPads

The following conditions must be adhered to in order to maintain warranty:

- Always store the iPad in the protective case provided
- Avoid storing it in your school bag without the protective case - pressure from books can damage the screen
- Do not store anything additional to the iPad within the iPad cover (e.g. cords, papers or books), as this may damage the screen
- Carry your iPad within its protective case inside your school bag. Do not overfill your school bag. (Pressure on the iPad can crack the screen)
- Never leave your iPad in a car or in an exposed area where it can be stolen or overheat
- Never leave your iPad in unsupervised areas during the school day. Classroom doors will be securely locked when they are unattended during the day. iPads left unsecured may be confiscated to avoid exposure to theft

Security

- Students will be required to put their iPad away when out of the classroom or during breaks. At recess and lunchtimes all classrooms will be locked.
- Students must not leave their school bag / iPad unattended before or after school.

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- A passcode lock for your iPad will be set up in the first weeks of school as part of the “Getting to know your iPad” unit. We suggest using the Child’s birthdate. E.g. 2nd of December is 0212
 - All iPads – regardless of ownership option - will be registered with the school. Registration will involve a record of:
 1. Student’s name
 2. Student’s grade
 3. iPad serial number
 - Regular network (history searches) may occur to monitor internet use.
 - Students do not have access to the iTunes store, YouTube or other social networking sites on personal devices at school. (Unless directed by a teacher.)

Internet usage

Use of iPads by students is governed by the Acceptable Use Policy that students and parents agree to, for use of ICT within the school. Parents should familiarise themselves with the Acceptable Use Policy to further support their adherence outside of the school environment.

- *Appropriate use of the internet service within the school network is closely monitored by a filtering system which allows for inappropriate content blocking by a regularly updated list of categories and sites. This does not apply to use of iPads outside of the school network. Education and support are important for maintaining acceptable use of iPads, particularly in relation to internet access.*

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

Cyber Safety Resources for parents and teachers are available at:

- eSafety- <https://www.esafety.gov.au/>

iTunes accounts

- It is recommended that parents purchase an iTunes card to set up the iTunes account to avoid using a credit card.
- It is recommended that parents set up the iTunes account to their email, so they will be aware of any purchases made through the iTunes store.
- Students may be required to access the family’s iTunes account at school to download required apps that will be free! This will be done under instruction from the teacher.
- Parent permission may be required on rare occasions to access particular apps for educational purposes. For example ~ Adobe Spark Video. Specific details would be provided to parents when the need arises.
- It is recommended that students back up their iPad through iCloud to avoid the loss of content.

Apps

- All iPads must contain the school required apps. A cost may will be incurred for these apps. Personal / family apps must allow enough space for school requirements
- If the iPad needs to be synced or updated the school takes no responsibility for lost files or software. These will need to be restored at home.

Non-school applications and files

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal music files may be stored on the iPad. Downloading music, games and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their iPad while at school when given express permission by a teacher for an educational purpose. Crude or explicit music or images will not be permitted at any time.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Technical support

- The school will be utilising the services of our school based technician and Leading Teacher. (when time permits)
- The technician is only available for a limited number of hours per week.
- Students are to inform their classroom teacher or the ICT Leading Teacher immediately of any problems and follow recommended procedures for logging computer issues & problems

Printing

- We anticipate that students will be required to use very little printing at school, however, when required they will have access to a black and white printer. Colour printing will be at the teacher's discretion. Every student has a barcode to enable printing. A strict printing budget will be adhered to.
- The iPads will provide the students with access to multimedia, largely in the form of video picture, music and sound files which are best presented on screen rather than in print format

iPad Applications

Students must abide by the school's Acceptable Use Policy whenever the school equipment or services are involved. This includes the iPad regardless of location.

The Internet User Acceptable Use Policy contains specific responsibilities to ensure student safety.

- Students will have access to iPad applications where appropriate educational opportunities are available.
- Within Victoria the DET provides access to wikis and blogs that support students and their learning.
- A list of required apps will be distributed to all students in Years 5 and 6 with enough time for them to be installed by their first day in that year level. This will be reviewed and revised on an ongoing basis.

Power supply management

All iPads are to be fully charged at the start of every day.

- Students are expected to organise charging of iPads at home on a daily basis, as use of power cords at school involves numerous practical and safety issues.
- If fully charged the iPad battery will last for the duration of a typical school day

Students will be responsible for their own backup of critical data at all times.

Internet Acceptable Use: Student Agreement

When I use the Internet, I have responsibilities and rules to follow. I agree to:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and by protecting my password
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not go looking for rude or offensive sites
- use the Internet at school to help me to learn
- remember that the content on the web is someone’s property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
 - I need help online.
 - I am not sure what I should be doing on the Internet.
 - I come across sites which are not suitable for our school.
 - Someone writes something I don’t like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities.

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

Student Name:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him or her. I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact the school as soon as possible

Parent/Guardian Signature :

Date:

The schools' support for responsible and ethical use of technology

Brentwood Park Primary School uses the Internet as a teaching and learning tool. We see the Internet and portable device technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and Portable Device technology responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At Brentwood Park Primary School we:

- have a cyber-safe and responsible use program across the school
- reinforce the school code of conduct values and behaviours when using technology and the internet
- have protocols that promote safe use of the Internet
- provide a filtered Internet service
- provide supervision and direction during internet activities and when using technologies for learning
- utilise portable device technologies for educational purpose. e.g. podcasts, photos from excursions
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet

iPad User Agreement ~ Parent / Guardian



The iPad User Agreement relates specifically to the iPad Program and works in conjunction with the Digital Learning ~Acceptable Use Policy and Agreement. This agreement has been developed to ensure that all students and their families understand their responsibilities when using iPads both at home and at school.

I understand that Brentwood Park Primary School will:

- do its best to enhance learning through the safe use of iPads in the classrooms. This includes restricting access to inappropriate, illegal or harmful material on the Internet.
- work progressively with children to encourage and develop an understanding of the importance of Cybersafety through education. This includes providing children with strategies to keep themselves safe in cyberspace.
- block access to FaceTime, Facebook and any apps rated 12+ during school hours.
- keep all iPads inside the classroom during the day (unless otherwise permitted by a teacher) and that classroom doors are locked during recess, lunchtimes and when the classroom is unattended.
- keep a copy of the signed ICT documentation on file for the life of the program.
- keep both students and parents/guardians notified should any changes to the agreement occur.

Internet use is a privilege, not a right and trust has to be developed over time. This can be done with strict rules and constant monitoring. Monitoring children of this age online is not an invasion of privacy, but good parenting and common sense. When it comes to online activity, children do not need privacy, but guidance. This will lead to a positive online experience that will benefit them as they grow and venture into the world, with a sure footing on how to be responsible online.

I understand that my responsibilities include:

- supporting the school in the iPad User Agreement.
- supporting the school's Cybersafety program and encouraging my child to follow the responsible use rules.
- encouraging my child to use their iPad in a family common room area and not their bedroom.
- Setting and enforcing realistic time limits for my child of how much time they may spend on their iPad each day/night.
- regularly checking my child's iPad for inappropriate content, messages or apps. This includes checking the browsing History in Safari or any online social media I permit my child to use. (Incidentally, any social media accounts your child has **MUST** be set to private)
- reporting any damage to my child's iPad immediately. Please notify your child's classroom teacher regarding any damages or maintenance issues and include an estimated return to school date.

I have read and discussed the Brentwood Park Primary School iPad Program User Agreement with my child and understand the schools and my responsibilities. I give permission for my child to participate.

I understand that failure to follow the User Agreement may result in my child having their privilege suspended or revoked.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Please note: a copy keep of the signed ICT documentation will be kept on file for the life of the program.

Form to be returned to school

Please complete the sections below and return to school. The signing of this document indicates you have read the policies and agree to abide by their contents.

Date: _____

BYOD iPad ~ Acceptable Use Policy

Name: _____

Class: _____

Student Signature: _____

iPad User Agreement ~ Parent / Guardian

Name: _____

Class: _____

Parent Signature: _____

Digital Learning ~ Acceptable Use Policy & Agreement for Students

Name: _____

Class: _____

Student Signature: _____

Parent Signature: _____

Internet Acceptable Use: Student Agreement

Name: _____

Class: _____

Student Signature: _____

Parent Signature: _____

Please note: a copy keep of the signed ICT documentation will be kept on file for the life of the program.