

Williamstown Primary School 2019 - ICT Code of Conduct agreement

Williamstown Primary School ICT network and online services are provided for all staff and students as a resource to enhance teaching and learning. Student usage of internet connected devices (school based & BYOiD) is a key part of all classroom programs in Department of Education & Training (DET) schools and supports key Government initiatives.

All students have access to a variety of internet connected devices whether school based or BYOiD at school. They also have access to a number of online education spaces administered by school or DET e.g. Mathletics, Literacy Planet & Google Classroom for years 3-6. They also have access to filtered internet provided by the DET Internet Service Provider. Students in 3-6 will have school based email services.

(Email is only used to contact other teachers and students for educational purposes and is fully supervised by the school as part of the Google Apps for Education program).

Some of these online services can also be accessed out of school.

Before any student is allowed to use internet connected devices whether they are school based or BYOiD at Williamstown Primary School, we need to ensure that they understand the guidelines of acceptable usage.

For this reason, we would like you to explain these rules of acceptable usage to your child. The school will also explain these rules to students as we form a three-way partnership between student, parent and school.

This document outlines to you, the expectations that students must meet in order to use the school services such the Internet, school owned iPads, iMacs and Macbooks. These outlines apply for students across the whole school with particular guidelines for grades 3-6 who are involved in the schools BYOiD program.

Parents/Guardians should be aware that students are heavily supervised when using all electronic devices and services at school. Your child/ren should also be monitored when using these devices and similar services at home.

As a parent/guardian of a child at Williamstown Primary School, you are required to ensure that your child is aware of their rights and responsibilities. Inappropriate use by a student of any computer, mobile device or online service will be dealt with under school rules. This may include denying the student access to school based or personal devices and online services for a period of time at school. The school, for analysis purposes, will securely keep data on inappropriate usage by students. The school will also be providing ongoing education to students regarding cyber safety and bullying, while also providing workshops for parents on a range of digital technology topics.

Please ensure that your child is aware of the rules and guidelines on the next page. For more information please contact the school on 9397 1248.

Willy Kids are Friendly Kids and they are also great eSmart kids.

Mat Montebello
Assistant Principal

Williamstown Primary School ICT Code of Conduct Agreement

Student Name: _____ Grade: _____ Year Level _____

This document outlines the expectations of Williamstown Primary School students in relation to the schools ICT Code of conduct. It is an agreement in partnership between student, parent and the school that all aspects of the agreement are followed.

Please note: The BYOiD program is for grades 3-6 only.

BYOiD Program Agreement

- At all times it is the student's responsibility to ensure that the iPad is looked after. The student is solely responsible for the iPad and its content at all times. Like all personal items bought to school, the school accepts no liability for damage or loss of any personal items brought to school. (It is recommended that the find my iPad features is activated on the device at all times)
- The student will be held responsible for all information and content stored or accessed on the device and as such must comply with the Code of Conduct guidelines for ICT and the BYOiD program.
- The device must be stored securely or left on tables when not in use, it must not be left sitting on the ground, on a chair or left outdoors at any time.
- The device will not be taken outside without the direct permission of a teacher during class time, and never at recess or lunchtime. (This will also be recommended to students attending OSH club).
- If the student is in breach of the code of conduct agreement, the student will have access removed and parents notified.
- Teaching staff have the right to look at any application or file on the iPad at any time if they feel inappropriate use has occurred and parents will be notified.
- All iPads that contain 3G/4G sim cards must be removed at all times while the device is at school.
- All iPads must have an appropriate cover to protect the device effectively.
- Screen cracks will need to be repaired as they create an Occupational Health and Safety issue.
- Students are not to send or receive iMessages during class time. It is important that all required messages are sent through to the office. Teaching and learning time should always be respected and protected.

School Internet & device Usage agreement

- Students must follow all teacher instructions regarding the use and activities on all electronic devices.
- Students must respect all school equipment, resources and devices. They are to treat them with the utmost care.
- When using the Internet at school, students will only access appropriate information that is relevant to the work being completed.
- When using email or creating content for online spaces related to school, students will behave in an appropriate Willy Kid manner, whether they are at home or at school. Students will work in an ethical, responsible and polite manner.
- Students at Williamstown Primary use monitored, controlled and closed online spaces such as Edmodo and Google Classroom. All students are to use these platforms appropriately at all times.
- When using the Internet at school, and if, in the unlikely circumstances that a student comes across any socially unacceptable material, they must immediately notify the supervising teacher. The school principals will then deal with this matter appropriately.
- Students will always respect password privacy, it is very important for students to keep their login passwords private. At no time is a student to login to another student's account and to do so is in major breach of the code of conduct.
- Cyber bullying is an extremely serious matter and will not be tolerated. Students must not use a school's device or their own device/email or any online spaces to bully or defame another individual or group either at school or outside of school. Any incident will be dealt with by the school Principals in partnership with the parents of the student involved.
- **No student is to upload or share any photographs or videos taken during school hours or in school uniform to any public social media platform or any. (ie Facebook, Instagram, Youtube, Twitter, etc)**
- **It should also be noted that these social media platforms are 13+ apps and are not supported for use by the school.**

Parent/Guardian- Please sign after discussing this agreement with your child.

Parent's Name _____

Parent's Signature _____

Student's Name _____

Student's Signature _____