



2020 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 the school or DET (e.g. Essential Assessment & Google Classroom for Years 3-6), as well as access to filtered internet provided by the DET Internet Service Provider. Students in Years 3-6 will utilise school-based email services. (Where made available, email will only be used for educational purposes by students 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 the student, parent and school.

This document outlines to you, the expectations that students must meet in order to use the school's services, such the Internet and school-owned iPads. These outlines apply for students across the whole school, with particular guidelines for Years 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 provide ongoing education to students regarding cyber safety and bullying, while also providing workshops for parents on a range of digital technology topics. Students will complete an eSmart Digital Licence at the start of each school year. New students will complete the Digital Licence when they commence their schooling at Williamstown Primary School.

If your child/ren brings a mobile phone to school, the following procedure **MUST** be adhered to as directed by DET. Students must place the mobile phone in a zip lock bag (school provided) at the start of the school day and then give the phone to the class teacher. The teacher will lock all zip lock bags with mobile phones in a lockable cupboard. Phones must be switched off. Teachers will hand back zip lock bags at the end of the day. Students who leave early will receive their phone when they are picked up.

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 resilient, responsible, respectful learners who are also accountable eSmart kids.

Mat Montebello
Assistant Principal



"Once a Willy Kid, always a Willy Kid!"
LEARNING - RESPECT - RESPONSIBILITY - RESILIENCE

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 school's ICT Code of conduct. It is a partnership between the student, parent and the school, to ensure that all aspects of the agreement are followed. Please note that the BYOiD program is for Years 3-6 only.

How will the school provide support for your child to understand their digital responsibilities?

It is essential for all Willy Kids to be well supported in their understanding of the use of digital technology. This includes knowing their rights and privacy as digital citizens. The ways in which Williamstown Primary School will support all of our students are:

- By providing ongoing discussion and education sessions with all students about safe and appropriate use of technology.
- Continued rigorous selection criteria for all apps and online platforms used at school by students and staff.
- Monitoring and collection of ongoing trouble shooting data, to ensure that all students and families are well informed with up-to-date digital device information. This will be provided fortnightly in the school's newsletter.
- Students in Years 3-6 will undertake The Alannah and Madeline Foundation's eSmart workshops.
- eSmart Information Night for parents and families.
- In Years 3-6, students will undertake The Alannah and Madeline Foundation's eSmart Digital Licence annually. *This license is made up of eight modules covering topics such as mobile security, protecting privacy, understanding search engines, creating and sharing, social networking and gaming, communicating online, website transactions and friends and strangers online. This license is a core component of our Learning to Learn units of work.*

BYOiD Program Agreement (3-6)

- 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 contents at all times. Like all personal items brought 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' feature 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 will be 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. In this instance, parents will be notified.
- For all iPads that contain sim cards, these 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 urgent 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 Essential Assessment 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 circumstance 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 accordingly.
- Students must 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 serious breach of the Code of Conduct.

- Under no circumstances are students to use any form of instant messaging on devices (including smart watches) to message other students, friends or family members during school time. (All communications from parents MUST go through the office.)
- Cyber bullying is an extremely serious matter and will not be tolerated. Students must not use a school's device, 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 social media platform. This includes, but is not limited to, platforms such as Facebook, Instagram, YouTube, Twitter.** It should be noted that most social media platforms are rated for ages 13+, and Williamstown PS strongly discourages the use of these platforms for our students.

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

Parent's Name: _____

Parent's Signature: _____

Student's Name: _____

Student's Signature: _____