



# BYOD / Technology Provision Agreements

## General Understandings

Clifton Springs Primary School places a high value on the development and maintenance of positive, healthy and respectful relationships and a supportive environment for all members of the school community.

## The Responsibility and Expectation of Digital Citizenship

It is the expectation that students will be responsible digital citizens, either when participating in the BYOD initiative, or using school owned devices. Students will be supported in developing digital citizenship through understanding the ethical, legal, cultural and societal issues related to Information and Communication Technologies.

Students will practise responsible use of ICT and develop positive attitudes towards ICT that foster lifelong learning, personal growth, collaboration and productivity. As part of their digital citizenship students are required to read and agree to the Acceptable Use Agreement.

## Acceptable Use Agreement

All students and a parent/carer are required to read, understand and sign an Acceptable Use Agreement at the commencement of each school year. This governs the requirements and expectations under which students use school technology, access the network and internet. This is a standard expectation, not only from Clifton Springs Primary School but also the Department of Education and Training (DET).

Parents/carers must be quite clear about the expectations within this Agreement and the consequences arising from it. The school will, of course, support students to understand how to care for their devices and to understand how to be responsible digital citizens.

## Cyber Safety

Clifton Springs Primary School believes that teaching cyber safety and responsible online behaviour is essential and is best taught in partnership between home and school. Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online. The school promotes the values of Respect and Responsibility, expecting students to behave appropriately online.

At home, we recommend that parents make time to set guidelines around use of devices. Ensure that all Internet activities occur in a shared space – not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline on 132 289 or visit <https://www.esafety.gov.au/>



# Acceptable Use Agreement

## SCHOOL STATEMENT

At Clifton Springs 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 outline the values of the school and expected behaviours when students use digital technologies and the internet.
- ✓ Educate our students to be safe and responsible users of digital technologies.
- ✓ Raise awareness of issues such as online privacy, intellectual property and 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.
- ✓ Provide parents/guardians with a copy of this agreement.
- ✓ Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.

## STUDENT DECLARATION

When I use digital technologies 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 writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- ✓ Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords or images.
- ✓ Protecting the privacy of others; never posting or forwarding their personal details or images without consent.
- ✓ Talking to a teacher, if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- ✓ Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- ✓ Handling the ICT device with care and notifying a teacher if it is damaged or requires attention.
- ✓ Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- ✓ Not interfering with the network systems and security, the data of another user or attempting to log into the network with the user name or password of another student or staff member.
- ✓ Not bringing to school or downloading inappropriate programs, content or games.

In addition, when I use my personal devices, I agree to be a safe, responsible and ethical user at all times by:

- ✓ Keeping the device on silent during class times; only making or answering calls or messages outside of school hours (except for approved learning purposes).
- ✓ Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.

#### Equipment:

- ✓ Students must fully charge their device each night in preparation for use the following day. Power cords must be left at home.
- ✓ Parents/guardians and students should be aware that files stored on the device, or on the schools server are not private.
- ✓ Access to the devices must be granted to the IT staff when required.

#### Damage or loss of equipment:

- ✓ All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects. It may not cover accidental, malicious or careless damage.
- ✓ Any problems, vandalism, damage, loss or theft of the device that takes place outside of school hours should be managed at home.
- ✓ Any problems, vandalism, damage, loss or theft of the device that takes place at school should be reported immediately to the teacher.
- ✓ In case of suspected theft, a police report must be made by the family and a copy of the report provided to the insurer, if the family has taken out theft insurance.
- ✓ Loss or damage to equipment is the responsibility of the owner.
- ✓ All queries regarding warranty and insurance should be directed to your supplier.

#### Definition of Digital Technologies:

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (but not limited to):

- ✓ School and student owned devices (e.g. desktops, laptops, iPads, printers, scanners) ✓ Mobile phones
- ✓ Email and instant messaging
- ✓ Internet
- ✓ Social networking sites
- ✓ Video and photo sharing websites (e.g. Picasa, You Tube)
- ✓ Blogs
- ✓ Forums, discussion boards (e.g. Google Groups)
- ✓ Video and Podcasts
- ✓ Video conferences and web conference



## Acceptable Use Agreement

**This page is to be returned to the classroom teacher. Students from Years 3-6 will NOT be given access to any device or permitted to use their BYOD device until this signed form is received at school.**

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, during school excursions, camps and extra-curricula activities.

I understand and will abide by the Acceptable Use Agreement. I further understand that any violation of the previously mentioned regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken, as well as any appropriate legal action.

### **STUDENT**

Your signature on this document indicate that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated.

Student's Name	
Class	
Student's Signature	
Date	

### **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand the information included and will support both my child and the school to uphold all guidelines and expectations outlined.



Parent or Guardian's Name (please print)	
Parent or guardian's signature	
Date	

## Inappropriate Behaviour / Consequences Guide

Please note that this is a guide only and the final decision about consequences for inappropriate behaviour rests with the school. Consequences will not be negotiated. Inappropriate behaviour will be managed in accordance with our Student Engagement and Wellbeing Policy and the Student Behaviour Management Policy.

LEVELS	Examples of inappropriate behaviour	Possible Consequences
Level 4	Criminal offence, wilful damage to property/resources/equipment (including laptops and iPads) Serious wilful interference with school network Accessing, storing or transmitting indecent/offensive material (e.g. Sending offensive emails) Theft (including identity theft) Bullying/harassment (e.g. Using electronic device to bully, harass others)	<b>Principal/AP</b> Suspension Referral to police Parental interview Payment for damage School Community service Note on Student File Removal of access to school network
Level 3	Consistently careless use of an electronic device Repeated failure to comply with expectations regarding acceptable use of electronic devices Inappropriate use of resources/facilities/equipment	<b>Assistant Principal/Team leader</b> Parental Interview Restorative Conversation Sent to Team Leader/AP/Principal Note on Student File Removal of access to school network for set period

<p><b>Level 2</b></p>	<p>Reckless and/or dangerous behaviour  Plagiarism/copyright infringement  Forgery/false representation  Interfering with another student's electronic device  Accessing, storing or transmitting inappropriate material  Sending messages to friends or family  Using a recording device in breach of school policy  Continually claiming electronic device problems as an excuse  Continual failure to back up work  Careless treatment of an electronic device  Unauthorised use of the Internet  Repeated unsupervised use of device</p>	<p><b>Team leader/Classroom teacher</b>  Recess or lunchtime interview and/or time in  Phone call to parent/guardian  Written or verbal apology  Confiscation of headphones  Restorative conversation  Note in student diary</p>
<p><b>Level 1</b></p>	<p>Failing to charge laptop or iPad overnight  Playing games on electronic device during class time  Negligent use of resources/facilities/equipment  Emailing or accessing Internet without teacher permission  Listening to music without permission  Using electronic device without permission  Volume up on electronic device  Failing to bring iPad to class  Accessing YouTube without consent  Using a different application to teacher direction  Unsupervised use of laptop or iPad (recess, lunchtime)</p>	<p><b>Classroom teacher</b>  Verbal correction or reminder  Move seat in classroom  Note in student diary  Verbal or written apology  Recess or lunchtime interview  Confiscation of headphones  Restorative conversation</p>