



BENTON JUNIOR COLLEGE

DIGITAL TECHNOLOGIES POLICY

Rationale

At Benton Junior College (BJC), digital technologies are used to engage and support students in their daily learning, in ways that take into account the continually evolving nature of educational delivery in the 21st century.

BJC recognises the need for students to be safe and responsible users of digital technologies. The explicit teaching of our students about safe and responsible online behaviours and use is an absolute priority at our college.

Aims

At BJC we aim to provide our students with opportunities to enhance their learning and engagement through access to technologies within a safe and supportive learning environment, to provide curriculum opportunities that allow and enable our students to collaborate and engage with other children and participants in an authentic global environment. We also aim to enable our students to have experiences that allows them to access data and information, critically evaluate and analyse digital content and create digital product that informs, entertains or educates, and ensure all students have a clear understanding of their social and ethical responsibilities as users of our college's online resources and network.

Implementation

Where possible, the ICT program is conducted at BJC as a component of our specialist program. Our ICT teacher works with allocated classes to enable our students to learn about and build an awareness and understanding of digital technologies. Digital technologies at BJC incorporates the use of Windows desktop and netbook computers, iPads, our school's network infrastructure and internet, digital and video cameras, local and cloud storage and a wide variety of online tools, software and programs.

As well as developing our students' technical capacity and understanding of digital technologies, we also ensure our students understand the social responsibilities that exist for all users of digital devices. There are behaviours and attitudes which need to be understood and adhered to. These are clearly articulated in our Acceptable Use Agreement (see Attachment).

Other key learnings around responsible usage are:

- All students in Years 3 to 6 have their own password protected logon and internet account – this is a student privilege with accompanying accountability;
- all students in Years Prep to 2 have a class logon and internet account – this is a student privilege with accompanying accountability;
- students are responsible for all activities that occur under their personal account;
- our college undertakes to ensure that material published on the internet by students or staff meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency;
- signed parent and student consent forms are a pre-requisite to be completed when a child enrolls at BJC; and
- consent forms are clearly explained as part of our teaching programs and are captured through the framework of our school's core attitudes.

Further information is available for consideration at <http://www.cybersmart.gov.au>

Updated and reviewed annually.



Acceptable Use Agreement
General Classroom Use

1. I will not eat or drink while using digital technologies.
2. I will treat all equipment with care and respect.
3. I will store only my work in the appropriate file or folder or on my personal storage media.
4. I will allow teachers to check the contents of my removable storage devices.
5. I will log off the computer when I have completed my work or session.
6. I will start and shut down the computers I use in the correct manner.
7. I will keep my password and other required details to myself and not make inquiries about the password and details of other students.
8. I will not download any files without seeking the teacher's permission.
9. I will not alter any settings on our computers or other equipment.
10. I will not use the College's equipment or resources for any inappropriate purposes.

Internet Use

1. I will only access websites that are relevant to my learning at that point in time.
2. If I see or hear anything on a website that concerns me, I will turn off the screen or close the lid and immediately inform the teacher.
3. If I receive a message I don't like or believe is inappropriate, I will inform a teacher immediately.
4. When I use email, networks, blogs or supervised chatrooms, the messages I send will be polite, respectful, sensible and appropriate for the purpose.
5. I will not give out any personal information about myself or others such as full name, address, telephone details or passwords.
6. I understand that the College reserves the right to check and monitor my computer files, storage device, email or internet sites I have accessed.
7. I will respect the 'intellectual property' of others and follow copyright laws, including the use of images I access online.
8. I will not register for accounts for online tools or resources without the permission of my teacher.

**As a responsible user of technologies at Benton Junior College
I will follow the rules above.**

If I break any of these rules, then the privilege of using digital technologies at Benton Junior College may be withdrawn for a time determined by my supervising teacher, the Assistant Principal or the Principal.

Student Name: _____ **Date:** _____

Student Signature: _____ **Date:** _____

(If child too young to sign a parent/guardian may initialise for signature)



DIGITAL TECHNOLOGIES
Acceptable Use Agreement

Parent/Guardian

I/We have read this document and the Student Acceptable Use Agreement and understand their purpose.

By signing this agreement, I/we will endeavour to support the school in making sure my child is a safe and responsible user of digital technologies.

I/We give permission for my child to use the network and online tools and resources that have been designed and approved to support my child's learning.

I/We give permission for my child **and** his/her work to appear in photographs, audio and video recordings, and for these materials to be used or republished in any publication, broadcast or exhibition of school activities. Students will only be identified in publications, including online, as per our own cyber safe rules, ie. by first names only. Publications may include the school's website, school intranet, school/classroom blogs, media hosting sites, school produced media (CDs and DVDs), school newsletters, local radio and newspapers.

Please be aware that teachers take lots of digital photos and videos of students at work, on school excursions and incursions, camps etc. These will be used solely for educational purposes. They may also be used by the students to develop their digital skills.

I/We understand that my child's access to our network may be suspended or removed if he/she breaches the conditions outlined in the Student Acceptable Use Agreement.

I/We understand and agree that if I/we wish to alter any of the authorisations I/we have given above, it will be my responsibility to notify the school in writing, addressed to the Principal.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Acceptable Use Agreement - iPads

The use of iPads at Benton Junior College (BJC) continues to expand. Hence, there is a need for a set of guidelines to assist students, parents and staff to fully understand the responsibilities that accompany their use. These guidelines incorporate a variety of moral, legal and professional issues that need to be addressed.

It is important for students, parents and staff to develop the skills necessary to become responsible, reliable and respectful users of learning technologies. In order to assist this process, the following is a set of guidelines for the safe and responsible use of all iPads.

Content

- Whilst not limiting students to school only apps, the school will reserve the right to ban apps deemed as unsuitable for a school-used device. This includes, but is not limited to, age inappropriate apps and/or content;
- Students will not be permitted to use their iPad to access social media apps such as Facebook. The use of apps like Facebook by persons under the age of 13 contravenes most usage policies.

<https://www.esafety.gov.au/esafety-information/games-apps-and-social-networking>

❖ **I can keep the content on my iPad school and age appropriate**

Usage

- The iPad will be used at school and at home;
- Whilst at school, the iPad must not be removed from its protective cover unless express permission is received from the teacher. If insured, removal of the cover or screen protector (at home or at school) will void the policy;
- The protective screen must remain on the iPad at all times;
- The iPad is expected to be returned to school every day in a fully charged state;
- Whilst at school, the iPad is not to be used in the school grounds before school or during recess breaks.
- Students must obey copyright laws at all times; and
- Students are not to download or distribute unauthorised copies of digital material. In particular, the illegal downloading of music or video is not permitted.

❖ **I can bring my iPad to school every day fully charged**

❖ **I can keep my iPad in excellent condition with a screen protector and in a sturdy protective cover**

❖ **I can obey copyright laws**

Technical Support, Settings, Security and Network

- Students may be required to leave the iPad at school for a short period of time for updating, maintenance, etc;
- The school technicians will set the iPad up with the correct school/security settings. These cannot be changed whilst at school. In particular, security settings are not to be tampered with;
- 4G (or similar) is to be switched off whilst the iPad is at school. This will ensure student usage can be better monitored through the school's filtered internet and Wi-Fi settings; and

- Students are not to share password information with other students.

❖ I can use the school network and Wi-Fi respectfully

Internet and Email

- Access to the World Wide Web must only occur under teacher supervision;
- Students are not to look for, view or download unacceptable graphics, sounds or text files at any time. If students are unsure of what is acceptable they are to ask a teacher for assistance;
- Access rights will be revoked for any person accessing or failing to notify the teacher of any inappropriate material;
- If a student should accidentally access a site with unacceptable material on it they should immediately alert a teacher;
- Students will have their own school issued e-mail account. This will be the only account used for school communication;
- All users should always use normal, polite and considerate language when using the e-mail facilities to send and receive messages;
- Individuals are not to access any other person’s e-mail at any time;
- Sending any personal information (full name, address, phone numbers, etc.) via the school e-mail system is strictly forbidden; and
- If a student should receive an e-mail message that makes them feel uncomfortable they are to immediately tell a teacher.

❖ I can use the internet in a safe and responsible manner

Maintenance of iPad

- The iPad must be maintained in a repaired state. eg: screen cracks and other damages must be repaired as soon as they become apparent;
- The repair of iPads damaged at school or at home will be the responsibility of parents to repair;
- It is the parent’s responsibility to ensure the essential apps required are purchased and downloaded within a reasonable amount of time, usually within 7 days;
- There will be annual costs associated with the iPad program. Failure to pay these costs will result in the iPad being excluded from use at the school; and
- Students will ensure there is adequate memory space for effective school use.

❖ I can ensure the Essential Apps are available on my iPad

Consequences for Disregard of the Acceptable Use Agreement by Students

Students of Benton Junior College have a responsibility to use the iPad sensibly and maturely. Should a student fail to follow these guidelines, the following strategies and consequences will be put in place. In most instances students will be given a verbal warning before implementing the first offence consequences.

• First Offence:	Short term (one week) suspension from using the iPad at school. Parents will be informed.
• Second Offence:	Long term (one month) suspension from using the iPad at school. Parents will be informed and an interview will be arranged.
• Any subsequent offences:	Any subsequent offences will be dealt with under school-wide welfare and discipline procedures as outlined in the student code of conduct.

Notes: All offences should be reported to the teacher and the Principal or Assistant Principal, where appropriate. Should a deliberate or particularly offensive act occur, step one may be bypassed. All conditions contained in this document are subject to review and change if the school becomes aware of usage issues.



Acceptable Use Agreement - iPads

Student Agreement - 2018

** Please tick the box as you read the ***I can*** statements

- I can bring my iPad to school every day fully charged***
- I can keep my iPad in excellent condition with a screen protector and in a sturdy protective cover***
- I can ensure the Essential Apps are available on my iPad***
- I can use the school network and Wi-Fi respectfully***
- I can use the internet in a safe and responsible manner***
- I can keep the content on my iPad school and age appropriate***
- I can obey copyright laws***

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of this Agreement will result in the internet and mobile technology access privileges being suspended or revoked.

Student Name: _____ Class: _____

Student Signature: _____

Parent/Carer Signature: _____ Date: / /2018

My child is not joining the BYOD iPad Program at this time.

Parent/Carer Signature: _____ Date: / /2018

I understand that my child can join the iPad program at any stage during the year, but this form will need to be collected from school and the above information corrected.