Anglesea Primary School

Acceptable Use Policy

Rationale:

Anglesea Primary School recognises the need for students to be safe and responsible 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.

Cybersafety is an important issue for all students. By the time students attend secondary school, most will already be regular and active users of digital technologies including social media tools.

This policy will be used by Anglesea Primary school to support students to behave safely and responsibly whilst using digital technologies.

Policy Statement:

At Anglesea 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 a Student Engagement Policy that clearly states our 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, 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 policy.

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.

Implementation:

Anglesea Primary School is an e Smart school through participating in the e Smart Program.

Staff will incorporate the safe use of digital technologies in their curriculum planning on a regular basis each year, for example at the beginning of the year in the Starting Right Program.

Staff will support the safe use of digital technologies in their Learning Communities with students.

Each student will be asked to sign a Digital Technology declaration, in which they agree to be a safe, responsible and ethical user of digital technologies.

Staff will participate in professional learning opportunities regarding emerging technologies on a regular basis.

The school will support parents/guardians 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.

Implementation of the iPad program in year 4:
Leasing Agreement:
Parents of students in Year 4, 5 and 6 will contribute a monetary amount towards the lease of the iPad each year. iPads will be distributed to parents under a lease arrangement.

Ownership/Transfer:
Equipment

⇒ If taken home, the student must bring portable devices fully-charged to school every day.

⇒ The school retains ownership of the device until the student completes Year 6. At this time ownership of the device will be determined by the school.

⇒ Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.

⇒ If the student leaves the school prior to completing Year 6 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school.

Damage or loss of equipment

⇒ All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

⇒ Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.

⇒ In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.

⇒ In the case of loss or accidental damage, a statement should be signed by a parent/guardian and provided to the school.

⇒ Students may be required to replace lost or damaged chargers.

⇒ If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.

⇒ If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Standards for device

The student is responsible for:

⇒ Adhering to the school's Acceptable Use Agreement or Student Engagement Policy when using the device, both at home and school.

⇒ Backing up data securely.

⇒ Maintaining settings for virus protection, spam and filtering that have been set as a Departmental standard.

Evaluation and review:
This policy will be reviewed regularly as part of the school's review cycle.

This policy was last ratified by School Council in....	March, 2016	

References and Related Policies:
'The Victorian Government Schools Reference Guide'
e Smart Curriculum