



Seabrook Primary School

Acceptable Use Policy

(All 1:1 Devices and school purchased devices)

Information for Parents and Students

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1. INTRODUCTION

The integration of 1:1 Devices and other supporting Information Communications Technologies (ICT) into the classroom (MacBook's, iPads, TVs, and Apple TVs) represents an exciting era at Seabrook Primary School. More specifically, our MacBook 1:1 Program provides a wealth of rich educational resources and tools, that when used effectively can deliver very positive teaching and learning outcomes. However, if the implementation of any new technology is not properly controlled and supported by staff/parents, there are certain pitfalls that students may encounter.

The Department of Education helps support students with the appropriate and safe use of ICT devices. No one piece of technology is ever perfect or completely safe, however we do our best to help protect our students and school community. As part of our CyberSafety program, we can alert parents and students to most potential and known dangers, we constantly review and update our eLearning guidelines to provide a 'CyberSafe' learning environment, and we always try and provide advice and support to staff, students and parents whenever possible. With this policy in place, the exposure of students to potential problems can therefore be minimised.

This document is specifically aimed at parents and students who are involved in any current Seabrook Primary School 1:1, or school based ICT program, and details the policy, guidelines and support strategies to ensure that students are able to make efficient use of their ICT devices, can make informed and "safe" decisions, and avoid many technical problems.

Please note whilst our preferred ICT devices (such as MacBook's and iPads) are great learning tools, other resources and normal teaching practices is not being replaced.

2. DESCRIPTION AND PURPOSE OF THE PROGRAMS

Every year Seabrook Primary invests heavily into ICT infrastructure, including classroom devices, coding equipment, Networks, Wi-Fi Systems, Servers, grade specific Software/APPs and Subscription based tools, and other equipment (such as colour copiers and televisions). We provide to all years Prep, One and Two, iPads and Volume Purchasing Program (VPP) APPs, as part of our 'iPad Program'. Year Three begin their transition into our MacBook Program, by being loaned school owned MacBook packs and VPP APPs, as well as the opportunity to participate in the 1to1 program if desired. The Coding and Digital Technologies program is for all grades, Prep to Year 6.

For individuals choosing to participate in our Years 3-6, 1:1 Program, Seabrook Primary School (with the valuable support of parents) help supply late model MacBook's and software tools for students to use and take home. Students use their devices to complete specific learning outcomes, build on creativity, demonstrate diversity, and enrich their learning. Students and parents agree to certain guidelines and conditions, including the signing of an 'Acceptable Use Policy', and to help support their children to complete specific learning outcomes.

An 'Education Department Subsidised' late model MacBook is sourced and supplied to students for up to three years, normally starting at the beginning of the Year 4 school year, concluding at the end of Year 6, although Year 3 have the opportunity to transition into the program if desired. All 1:1 Devices come included with a three year full 'Factory Warranty' (for product failures under normal use), an AppleCare PLUS warranty (for coverage towards some accidents), and Education Insurance cover (for accidental damage and theft/loss), access to 'Software' tools only while enrolled at Seabrook Primary School (licensed specifically to the Department and Seabrook Primary School), 'Filtering' license (to help protect students while online, and only when enrolled at the school), and 'Technical Support' whenever possible.

3. RESPONSIBILITIES

1.1. The Role of Students

Students must use ICT devices and the school network responsibly. Communications on information networks are often public and general school rules for student behaviour, conduct and standards will apply. This also applies to students participating in the 1:1 program while at home. Students must not disclose personal and sensitive information for non-school purposes or without parental/guardian consent, particularly important for online collaboration projects (such as through Office 365, Edmodo, Google Apps for Education, Class Dojo, Mathletics, Reading Eggs, iCloud etc.).

Only 'G-Rated', legal, and copyright approved content be used on 1:1 devices, and school owned equipment. Downloading or sharing of illegal or other inappropriate content is banned. When using 1:1 devices, and accessing school ICT resources students must follow the policy and guidelines detailed in this document. Students who fail to honour this Code of Conduct may forfeit use of their device and access to the Internet and/or school networks. MacBook 1:1 devices get reset, paid out, and can longer be used at school. A four strikes and you're out system will be enforced.

1.2. The Role of Parents or Guardians

Parents or guardians are required to take responsibility for conveying the importance of the policy, all Department guidelines within this document, and other related school policies to their children. They are also required to monitor their child's use of any 1:1 devices, especially while at home, including access to 'safe and legal' media and information sources.

Parents or guardians must follow all laws and not allow child access to adult sites, and social networking groups (such as Facebook, Instagram, LinkedIn, Pinterest, Tumblr etc.), and other content that is not approved for primary aged children, 12 and below. Downloads, and sharing of content must also be of a legal and age appropriate manner. If you use social networking sites (on 1:1 Devices, preferably late at night), ensure you log out and keep your passwords private.

Parent log on/management passwords are strictly for their use and must not be given to any other user. Parents or guardians are responsible for any personal information stored on student 1:1 Devices. Seabrook Primary is not responsible for data backup or support of personal software or content. Parents must not disclose personal and sensitive information for non-school purposes or without school approval.

1.3. The Role of Teaching, and Education Support (ES) Staff

Staff will monitor appropriate care and use of all school owned and 1:1 Devices when accessing curriculum. They will also provide guidance and instruction to all students in the appropriate use of such resources. This includes staff (and ES staff) facilitating student access to information on their own (or on school and Department provided) devices in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students. Staff at Seabrook Primary School will also ensure that all online, and collaboration tools such as Office 365, Google APPs for Education, iCloud, etc. are all used appropriately, and for school use only (not personal). Staff must not disclose personal and sensitive information for non-school purposes or without parental/guardian consent

1.4. The Role of the School

The school commits to upholding the Usage Policy Guidelines and organising physical and financial resources to enable safe, educationally relevant access to all ICT devices and relevant curriculum facilities for staff and students. The school also has a responsibility to ratify information published on the Internet by students, or the school, and under the school's name meets legal requirements and community standards in relation to copyright and safety.

4. AUTHORISATION AND RULES FOR HOME USE - ANY 1:1 PROGRAM

Students will only be permitted to take their 1:1 devices home, if all rules and device care are adhered to. This will be managed (in accordance with Department guidelines) by Seabrook Primary School as indicated on the 'Acceptable Use Policy', and also by student compliance with the usage conditions outlined in this document.

Home 1:1 usage will only be granted subject to adherence to the following rules:

1. Students bring their 1:1 Device to school 'FULLY CHARGED' each day. Chargers must not be brought to school.
2. Students must appropriately use any protective sleeve/hard cover, keyboard protectors etc. if purchased by family.
3. Their device must be carried within their school bag when travelling to and from school, and must NOT be carried in view of the public, outside of their bag.
4. For insurance reasons, students and parents are responsible for the safe storage and care of their 1:1 Device AT ALL TIMES. For example, devices must not be left visible in a car, must not be left in an unlocked car, must not be left overnight at any friends' houses, must be stored safely (away from heat or water sources) when not in use, not used outside on dusty or windy environments, and must be communicated to parents if not being carried directly home after school, etc.
5. All software and ICT tools must be legal and 'G-Rated'. The Apple APP Store is the safest place to obtain APPs. An education Apple ID will be set up with school guidance.
6. All online collaborative tools such as Office 365, iCloud, Google APPs for Education, Edmodo, Class Dojo etc. must only be used for school use, not personal.
7. Games not approved by the Department, School, Teacher or Education Support (ES) are not accepted at school. If appropriate and approved can only be used while at home, not school. Games (and other purchased/downloaded content) must not be shared.
8. Skype and other family communication tools must be fully supervised, and only used while at home with parents or guardians, NEVER on their own. G-Rated times are enforced by our filtering software, and may affect use at home.
9. Appropriate home rules should be developed for each household. Use of 1:1 Devices within student bedrooms is strongly discouraged. Parents are encouraged to supervise devices while at home in 'public spaces', and to stipulate controlled Internet times. Regular breaks and screen free times are also encouraged.

10. All 1:1 Devices are Department managed and monitored, hence the school and home Network Agreement applies at ALL times. Student device filtering applies both at school and home.
11. Students must return their 1:1 Device to the school (prior to leaving Seabrook Primary) for factory software reset, and removing of all Department software, passwords and security.
10. Students must return their MacBook's to the school prior to handing down to a younger sibling, (and if school approved) software can be upgraded, and payment of any software licensing extension be made. Factory warranty is only to a maximum of three years.

Since home and school use brings with it a risk of accidental damage, loss, or theft, Seabrook Primary School has in place education insurance for all 1:1 Devices, up to three years from new. Currently, insurance only covers MacBook's if kept in good condition and used in appropriate locations, never outside in dirt, wet, or dusty environments. Each claim made (insurance or AppleCare PLUS) will require an excess/service fee payment, made to the school's front office before processing can start. The insurance company has final say on all claims, and if stolen, a police report must be submitted with the claim form. The Insurance Company terms and conditions, and required excess payments may change without notice, and is not controlled in any part by Seabrook Primary School.

If an insurance claim is partially or wholly rejected by the insurer due to non-compliance with the guidelines, the school may seek to recover the costs associated for any assessment (including courier fees), from parents or guardians.

All devices purchased through the school (classroom or 1to1 devices), must be treated with great care.

5. GUIDELINES FOR PROPER CARE OF ALL 1:1 DEVICES

1.1. Transport and Handling Procedures

Students are encouraged to use a protective sleeve/hard cover, and keyboard protector in order to take home 1:1 Devices. The school believes that the neoprene 'water resistant' sleeves are a good option for transporting inside of school bags. These sleeves have sufficient padding to protect their device from normal treatment. Although not technically waterproof (water resistant only), will help protect while in the bag against most small spills.

When transporting their 1:1 Device, students are to ensure that it is contained properly within any protective accessories that parents may supply, and properly placed within their school bag, away from any drinker bottles. Students need to be safe and secure, and never advertise the fact they are carrying a computer.

1.2. Occupational Health and Safety Guidelines

The basic health and safety guidelines for desktop computers also apply to any ICT Device (MacBook):

- Keep upper arms relaxed at the side of the body, bend elbows to around 90° and keep wrists straight
- Use appropriate overhead lighting, and screen brightness. Use screen at an appropriate angle and height
- Ensure appropriate seating and desktop surfaces are used whenever possible
- Change position every 15-20 minutes and take a complete break to get up and move your body every 30-60 minutes.

Students with special needs will be catered for according to Department of Education guidelines when on school premises.

1.3. General Care of any 1:1 Device

1:1 Devices are **not** as yet fully owned by families, and **are monitored and managed entirely by the Department, and their representative (Seabrook Primary)**. This requires students maintain their devices in good condition.

In order to achieve this, students must follow some simple guidelines. Students must not:

- mark or deface any equipment (e.g. writing on, engraving or attaching stickers on any part of the device surface. Appropriate stickers can only be placed on the external sides of the plastic shell, not the aluminium surface of the device)
- eat or drink near their 1:1 Device
- attempt to repair equipment, or disassemble any part of their device
- disable the operation of the device

In addition, students must immediately report any malfunction or damage to the 1:1 Device to the Network Administrator. Procedures for repair and re-imaging will be given to students prior to the distribution of the devices.

1.4. Report of Loss or Damage

New 1:1 MacBook's are covered for warranty repairs and insurance cover against loss and damage for three years. However, insurance claims will only be honoured for loss or damage if reasonable care has been exercised by students.

In circumstances where deliberate damage or theft has occurred, then the incident will be required to be reported to the police and action may be taken by the department against the perpetrators or their parents/guardians to recover costs for repair to, or replacement of any school or 1:1 Device.

Any loss or damage which occurs to any device must be reported to the school as soon as practicable. If this occurs within the school, during school hours, then the student must report the incident to the class teacher and Network Administrator immediately, within the same school day. The device may not be covered by insurance if not reported immediately while at school.

If loss, damage or theft occurs to any 1:1 Device outside school hours, either the student, or their parent/guardian must report the incident to the school as soon as practicable. In cases of theft outside school hours, the student or parent/guardian must also report the incident to the police. The police incident report must also be submitted to the school for insurance claim purposes.

6. DATA MANAGEMENT

Saving or back-up of data is the student's responsibility. To backup student work it is recommended that they supply a USB flash drive (or preferably), an external hard drive. An external hard drive must be a minimum of 250GB, and be Mac formatted. Please see your Network Administrator for assistance with formatting. A network drive is normally provided for students to save work onto the school servers, however networked saved documents won't necessarily be accessible from home when using 1:1 Devices.

If any device needs re-imaging, every option to recover school work will be exercised, but loss or work can't be guaranteed by the school. Students are ultimately responsible for backing up their school work. This process is taught from Year 3.

Staff will not normally accept data loss as an excuse for not handing in work on time.

7. PRINTING

Technical staff will provide access to networked colour photocopiers for printing. Printing will be strictly supervised by the classroom teacher, and charged using the schools PaperCut system. Students must arrange printing to be conducted during class time or at another time convenient for the classroom teacher. Students are not expected to print work (from a 1:1 Device) at home. All printing from these devices are encouraged to be carried out at school. Students are allocated a monthly balance for printing. They must learn to budget and print responsibly, hence why home printing is discouraged.

Students should minimise printing at all times by print-previewing, spell checking before printing, and editing on screen rather than on printouts. Printing should only be black and white, unless directed by the classroom teacher. Students are encouraged to load paper into printers, and use a 'touch on' FOB system.

8. VIRUS PROTECTION

MacBook's are configured with anti-virus software which should regularly and automatically check for viruses. On the detection of a virus or the suspicion of a viral infection, the student must inform the Network Administrator.

Spyware is usually our biggest problem. It is generally an issue if infected software is shared between students, or unapproved software has been installed. Using reputable software companies, preferably Apple's APP Store is advised. If a student accepts an infected program from another student, then both the student giving, and the student receiving may receive a short computer ban. The sending or receiving (sharing) of copyrighted or illegal/infected software breaches our code of conduct.

9. ACCEPTABLE USE POLICY - EVERYONE

Any Acceptable Use Policy is a written agreement that formally sets out the rules of use of software (including collaborative and online), networks, printers and the Internet. All staff and students are accessing the Department of Education System and are bound by Department of Education rules of use. Computer operating systems and other software have been set up to maximise the usefulness of devices. Students using 1:1 Devices at home are also bound to these conditions.

Students are prohibited from:

- Bringing or downloading unauthorised programs/APPs (including games) to the school or running them on school owned, and 1:1 devices. Unapproved online Internet games are strictly banned. If any device (school owned or 1:1) has unapproved or inappropriate games/software stored or installed, the device may be taken away from them. For students participating in any ICT program, their device will be securely stored at Seabrook Primary (not at home), and only be used when at school.
- Deleting, adding or altering any restricted configuration settings (including password hacking tools). Instant removal from the device, or participation in any 1:1 Program will occur.
- Breaking any copyright rule. Copyright is to be adhered to at all times. It is illegal to copy, share, sell or distribute school Software/APPs, and any other licensed product without paying for, or obtaining direct approval from the developer. Illegal software from other sources is not to be copied to, shared, or installed on any device. Copyright content may include (but is not restricted to) software, videos/movies, music, documents and pictures. Strict consequences apply, and may include removal from any device/program. Seabrook is NOT liable for any costs incurred from breach of copyright.
- Deliberately introducing, using or possessing any virus or program that reduces system security. Instant removal from the 1:1 Program, or school supplied device will occur.
- Attempting to log into the network with any user name or password that is not their own, or change any other person's password or documents is strictly banned. Strict consequences apply, and may include removal from any device/program.
- Storing the following types of files in their network home directory, or on any device is not approved (Strict consequences apply, and may include removal from any device/program):
 - Unapproved program or game files
 - Compressed or ZIP files/APPs
 - Picture files, unless they are required by a subject, or of a family member
 - Obscene materials and filenames – includes graphic, audio, video and text
 - Insulting, violent, or racist materials
 - Password-protected or hidden files and folders
 - Copyrighted materials that are not owned/legalised

1.1. Access Security

It is a condition of entry to any 1:1 program that students (and parents) agree to the monitoring of all activities including their files, e-mail, social networking and Internet access.

Monitoring/Filtering of the Internet including e-mail, online cloud based sites (including Office 365, Google APPs, iCloud) and social networks, home or at school will be maintained and periodically electronically scanned and manually checked, to help ensure that undesirable Internet sites have not been accessed, and that the content of e-mail remains within the guidelines.

1.2. Internet usage

Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way. Because the Internet is often an unregulated environment, the school has a responsibility to help ensure that, (as far as possible) material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been installed on devices to assist with this directive. It is however, ultimately the responsibility of students to ensure their behaviour does not contravene school rules or rules imposed by parents/guardians. The school is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The school is also aware that no security system is perfect and that there is always the possibility of inappropriate material (intentionally and unintentionally), being obtained and/or displayed.

It is the responsibility of the school to:

- provide training on the use of the Internet and make that training available to everyone authorised to use the school's Internet
- take action to help try and block the further display of offensive or inappropriate material that has appeared on the schools Internet/Network wherever possible
- ensure student and staff privacy of information wherever possible. The school will not disclose personal and sensitive information for non-school purposes without parental/guardian consent.
- The school will continue to review usage for cloud based services, and ICT privacy annually

Students must not deliberately enter or remain in any site that has any of the following content:

- Nudity (partial or full), inappropriate language, or discussion intended to provoke a sexual response
- Violence, bullying, terrorism, racism, or discrimination in any form
- Information about committing any crime
- Related to making/using weapons, dangerous practical jokes or "revenge" activities

Students must:

- Follow school guidelines and procedures when preparing materials for online publication or collaboration
- Not access any other material that their parents or guardians have forbidden them to see. If students encounter any such site, they must immediately turn off their device, and notify a teacher/parent immediately. They should not show the content to their friends.
- Not use mobile Internet devices inappropriately while at school or during After School Care.

1.1.1. Chat lines (IRC, MIRC, ICQ etc.)

Real-time chat programs (MIRC, ICQ) are not to be used by students unless instructed by a teacher.

1.1.2. Online cloud and collaboration tools (Edmodo, Office 365, Google Apps for education, iCloud, etc.)

Any online collaboration tools must only be used for school work, under supervision of a staff member or parent, and never used for purposes other than what it is intended for, or instructed for use of.

1.1.3. CyberSafety

Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and harvested by those who know how, so it is important to keep children as safe as possible while online.

Parents are strongly encouraged to view the following sites:

<http://www.cybersmart.gov.au/>

<http://www.education.vic.gov.au/Documents/about/programs/bullystoppers/smsocial.pdf>

The School will:

- Manage any issue in relation to the care and appropriate use of any school owned or 1:1 device.
- Have final say on what consequences are issued to any student(s) who do not follow the rules as stipulated within the Department of Education, and Seabrook Primary School 'Acceptable Use Agreement'.
- Review and decide on appropriate solutions and consequences for any new issue that may arise outside of the current 'Acceptable Use Agreement'.