



Mindarie
Primary School

BYOD 1:1
Parent Information
Booklet

Mindarie Primary School teachers are on the front foot with regard to technologies. With the implementation of the Digital Technologies and Design & Technologies curriculum in 2018 - plans have been put into place to support staff and students with teaching and learning of this difficult curriculum.

We aim to develop active citizens who are prepared for the future; academically, socially and personally.

Students in Year 4, 2019, are invited to bring their own iPad to school every day.

The 1:1 iPad program is completely voluntary. Students who do not have their own device have some access to school iPads. These are used on a rotational basis between the Learning Areas and available as often as practical.

It is critical parents support their child's learning by ensuring the iPad is sent to school each day, is fully charged, and has all the required apps installed with updates regularly maintained. We strongly recommend families join our Mobile Device Management program, for a small sum all required apps are provided. This process enables your child and the teacher to make the most use of the device both at school and at home.

Digital technologies are increasingly transforming the way we work, live, learn and play, offering new opportunities better tailoring educational choices, and unprecedented access to services and resources. Social media, online games, multimedia, cloud computing, systems and mobile learning have become a pervasive and necessary part of everyday life.

Mobile devices, such as iPads, and their associated apps can be used in educational settings as an annotation tool; to enable creation and composition; facilitate social networking; and provide rich tools to capture and edit video, audio and images. The portability, flexibility, and natural intuitive interfaces make tablets ideal devices for students to develop skills, such as creativity, innovation, communication and collaboration.

This exciting development at Mindarie Primary School has been modeled from the success of other primary schools around the state and country, with leading edge support and security as well as modern 21st Century Teaching practices to be implemented as a standard part of classroom practice.



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2019 1:1 Targets

Set baseline for ICT skills. 100% of students to be considered proficient in ICT skills for their year level

80% of staff will understand the SAMR model and how to create diverse cross curricular learning opportunities using digital technologies. Fully embedded by end of 2018

100% of Staff will be enrolled in the Apple Teacher Certification Program

100% of Staff will upload student work to SeeSaw

100% of Students to sign new ICT Documentation

100% of classes to produce at least one digital product per term

2 new Outdoor Maker-Spaces per year

Whole School PD in the embedding of Tech in Literacy and Numeracy

Milestones

Fortnightly uploads of student work to SeeSaw

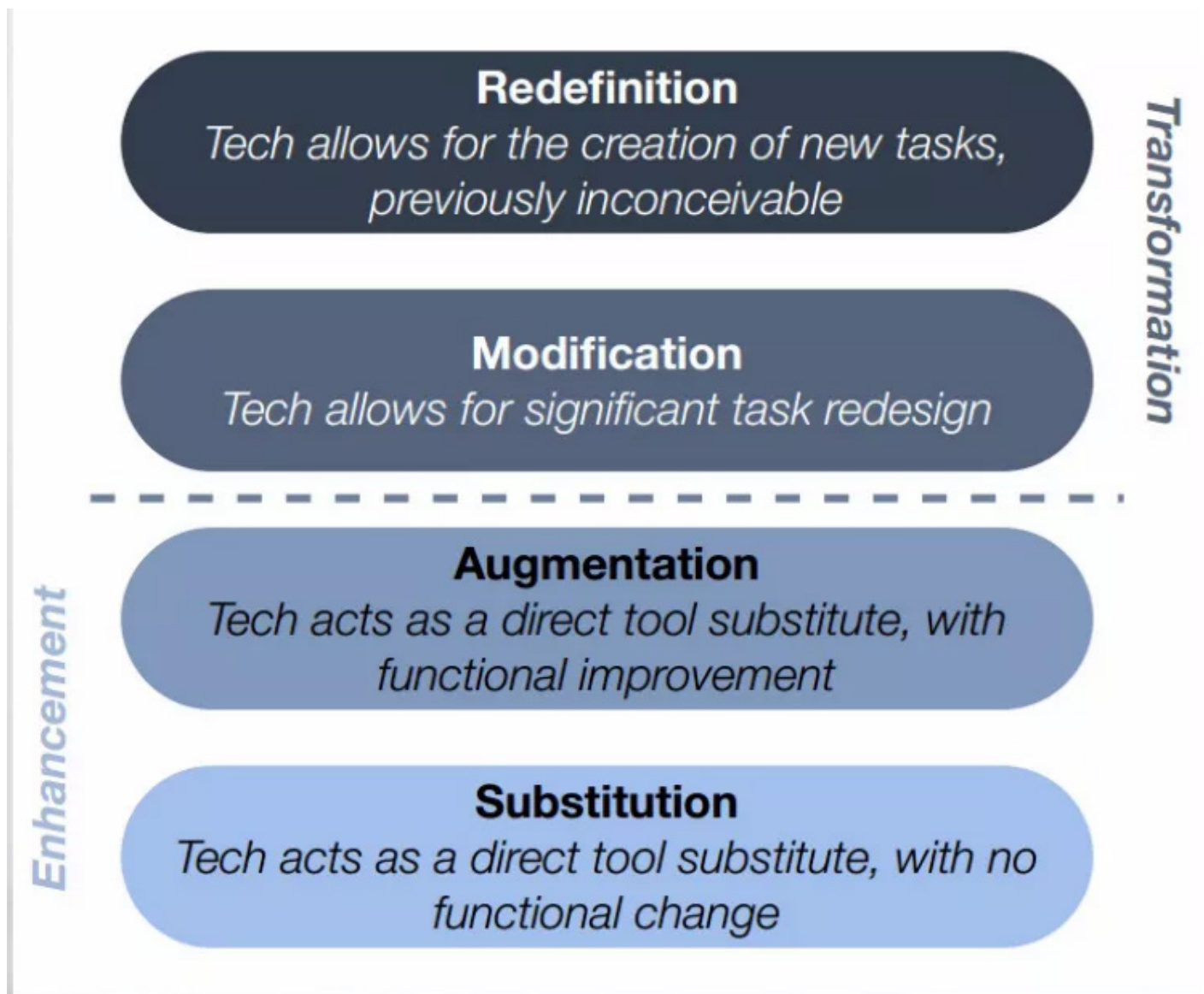
Apple Cafe - established practice

RoboCup and Young Engineers Program

2 ICT Staff Meetings per year






School Managed Internet Connection 2018

Technology can, and will, **redefine** how we interact, every day.















iPad Apps for Learning

Communication and Collaboration Apps

				
SeeSaw	365 One Drive	Google Drive	Nearpod	Socrative

Creation Apps



				
Book Creator	Story Creator	GreenScreen DoInk	Popplet	Word
				
Excel	Pages	Keynote	Doodle Buddy	ShowMe
				
Explain Everything	Pic Collage	iMovie	Padlet	Google Docs

Education Maths Focus Apps






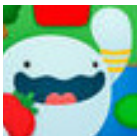
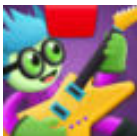



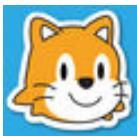




				
Math Planet	Mathletics		Counting Board	Geoboard
				
Math Slide	OSMO Count	Targeting Maths	Times Tables	Math Arrow

iPad Apps for Learning




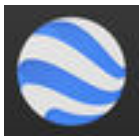

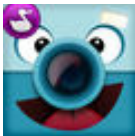



Education SAMR English Focus Apps

				
Teach Your Monster	Spelling City	WordBall	Reading Eggs	Writing Wizard
				
Bluster	OSMO Words	Puppet Pals	Smarty K-12	Spelling Bee

Coding Apps




				
Blocky for Dash	Go for Dash	Path for Dash	Wonder for Dash	Osmo Newton
				
Osmo Coding	Osmo Jam	Tickle	Bee Bot	Tynker
				
Scratch Jnr	Sphero	Sphero EDU	Tickle	Swift Playground

Other Useful Apps










				
QR Reader	Quiver	Languages Online	Google Earth	Kahoot
				
ChatterPix	Reflector Student	Smiling Mind	Book Recorder	Apple Classroom

Learning Workflow for Upload and Student Collaboration

SeeSaw Student Digital Workflow

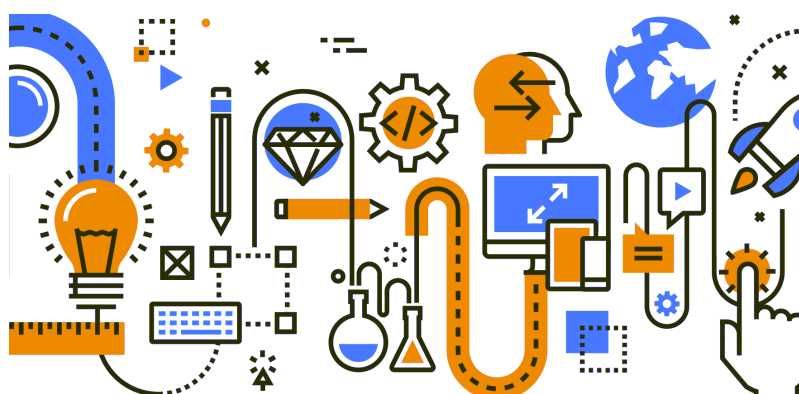
Students Complete Digital Work	
Students Access Class in SeeSaw	
Teacher Accepts Work and Provides Relevant Feedback to Students	
Peer Feedback in Class and Optional Parent Feedback at Home	

Google/Microsoft 365 Drive Student Digital Workflow

Students Complete Digital Work on Google Suite	  
Students Access and Save on Google Drive or Within 365 Suite	 
Teacher Accesses Work and Provides Relevant Feedback to Students	 
Peer Feedback in Class and Optional Parent Feedback at Home	 

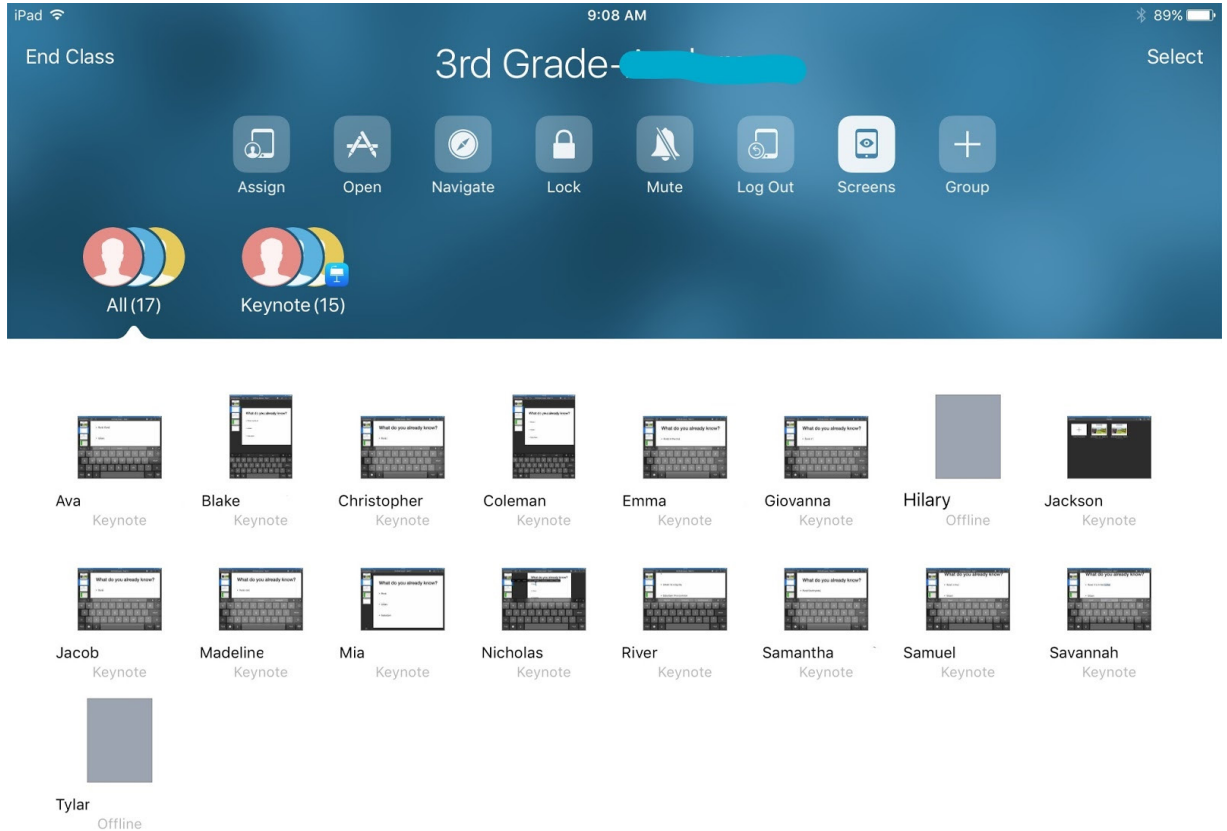
Other Workflow Options

Whilst other workflow options are available, it is a Department of Education requirement that a data integrity check / risk assessment is completed before student work is uploaded to alternative sites.



Classroom Access and Security

Apple Classroom integrates BYOD and School Owned Devices with a Classroom Management solution for teachers. Classroom turns the iPad into a powerful teaching assistant, helping a teacher guide students through a lesson, see their progress, and keep them on track. With Classroom, you can easily launch the same app on every student device at the same time, or launch a different app for each group of students. Classroom helps teachers focus on teaching so students can focus on learning.



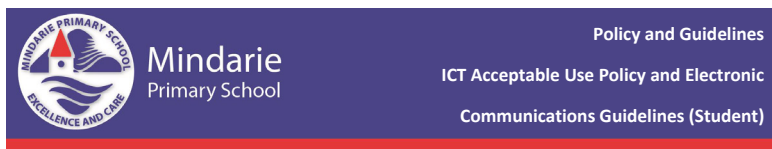
Once configured, Classroom connects to nearby student devices. It allows teachers the following abilities:

- Start, focus, or pause student work
- Launch any app, website, or book on student devices with a tap
- Lock devices into a single app to help students focus
- Lock screens to pause work or refocus your class
- See what your students see with Screen View
- See an overview of all student screens at once
- Focus on a single student screen
- Students are informed when their screens are being viewed
- Share student work on the classroom Apple TV
- Showcase the great work your students are doing to the class
- Use AirPlay to wirelessly present a student's screen to the Promethean screens
- Students are informed when their screens are being presented
- Organize student devices using groups
- Classroom automatically creates groups of students based on the apps they are using
- Teachers can create groups to break students into project teams
- Perform actions on entire groups or on individual students within groups

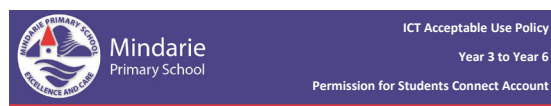
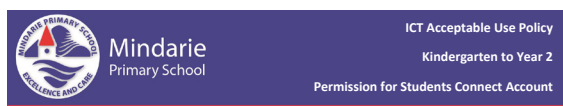
Teachers guide is available on the Shared Drive

Classroom Access and Security

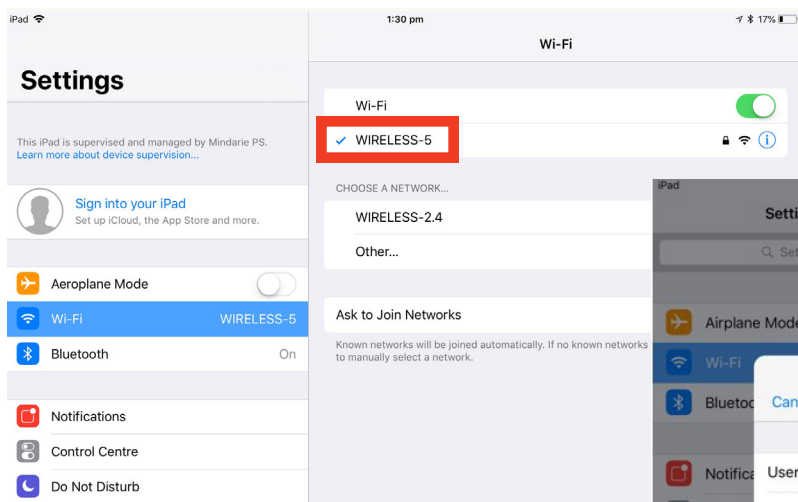
Students in Department of Education sites, including Mindarie Primary School can access the internet and intranet from their devices using their Connect Account Login. This login is granted to students based on the acceptance of the Mindarie Primary School Terms of Use Agreements. Policies are written at the K-2 (appendix 1) & 3-6 (appendix 2) Level, outlining rules, responsibility and acceptance of the DoE Acceptable Use Agreement.



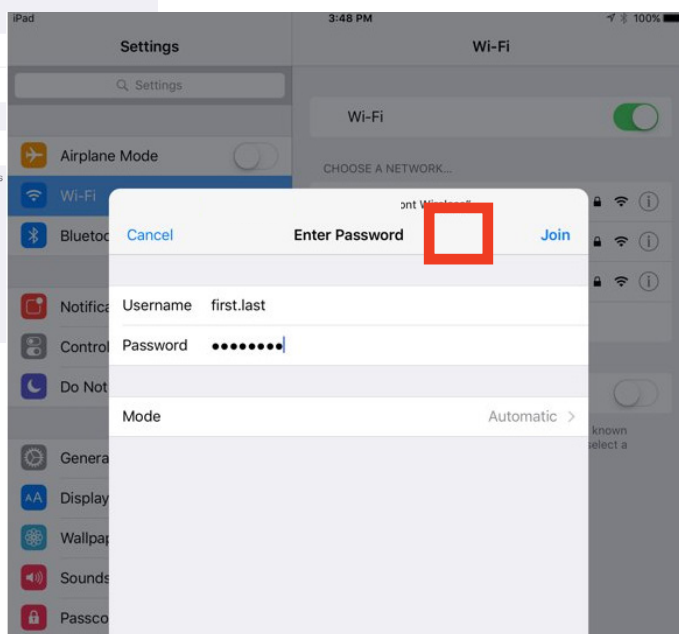
Communication guidelines govern the following Permission Documents



Whilst on school grounds, iPads are required to be connected to both WiFi and Bluetooth using Wireless-5 and the Connect Account Login - these connections must be active at all times. Data that is transferred over this network is monitored and filtered using the Department of Education Fortigate Filter. This ensures the safety of students on the network by limiting their access to external web sites and applications. Login is completed in the Settings screen.



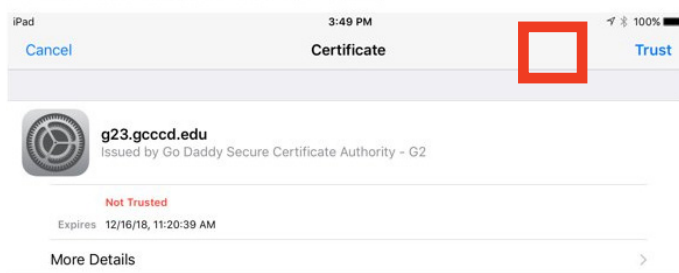
1) Access WiFi Settings and select Wireless-5



2) Enter student Username and Password. Press 'Join'.

2) Press 'Trust' in the top right corner of the next screen.

Click on the 'Trust' link in the upper right of your screen:




Home Access and Security FYI






Modern kids have never known a time when they couldn't connect to the entire world via the internet. In fact, they probably spend more time online than anyone else—certainly more than their parents. If you are a parent, this presents a problem, as there are explicit, disturbing, and illegal sites on the web that you don't want your kids to encounter. Furthermore, with the ever-increasing number of devices that kids use to connect, you simply can't supervise every moment they're online on your own. That's where parental control services can help.


This software gives you the ability to block unwanted web content, limit screen time, restrict the use of risky applications, and more. Basically, these services are a way to help keep your kids safer on their computers and mobile devices.

That said, parental control software is no substitute for good communication. If you don't want your kids to visit unsafe, unsavory, or inappropriate sites, talk to them about your concerns. We recommend that you also take the time to convince your older kids that you'll respect their privacy while still monitoring their online actions, a promise you should strive to uphold. We prefer software that embraces this kind of collaborative approach, rather than apps that covertly spy on kids. If your kids see you as big brother, it's a safe bet that they'll find ways to outsmart you and evade even the most sophisticated systems. As tech addiction increasingly becomes a problem, it's important to instill the value of good device habits on to your children as well.





Though Mindarie PS cannot directly recommend apps or security software, trials have been completed using the following software options and may warrant further investigation in the home. Other options have been listed below.





- **Manage screen time**
Set routines for study, play and sleep
- **Keep content child-friendly**
Remove adult content for safe searching
- **Restrict social media**
Manage social apps and in-app purchasing
- **Protect devices at home and on-the-go**
Extend protection with the Family Zone Box plus Mobile Zone app
- **Access free cyber support**
Receive answers to all your online safety questions





Kaspersky Safe Kids


- **INTERNET MANAGEMENT**
Helps you manage your kids' online activities
- **APPS MANAGEMENT**
Helps you manage your kids' use of applications*
- **DEVICE MANAGEMENT**
Helps you manage your kids' use of devices**
- **CHILD LOCATION**
Keeps an eye on your child's whereabouts


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**SOCIAL NETWORK MANAGEMENT**
Helps you monitor public Facebook activity – via My Kaspersky


**MOBILE COMMUNICATIONS**
Lets you monitor Android calls & SMS messages


**REAL-TIME ALERTS**
Sends alerts to your mobile – if suspicious activities are detected


Qustodio


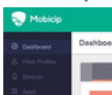
Net Nanny


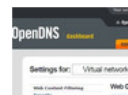
Kaspersky Safe Kids


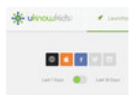
Symantec Norton Family Premier



Circle With Disney


Clean Router


Mobicip


OpenDNS Home VIP


uKnowKids Premier


SafeDNS


Excerpt from: <https://au.pcmag.com/parental-control-monitoring-products/44998/guide/the-best-parental-control-software-of-2018>

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Social Media - Age Restrictions and Their Importance

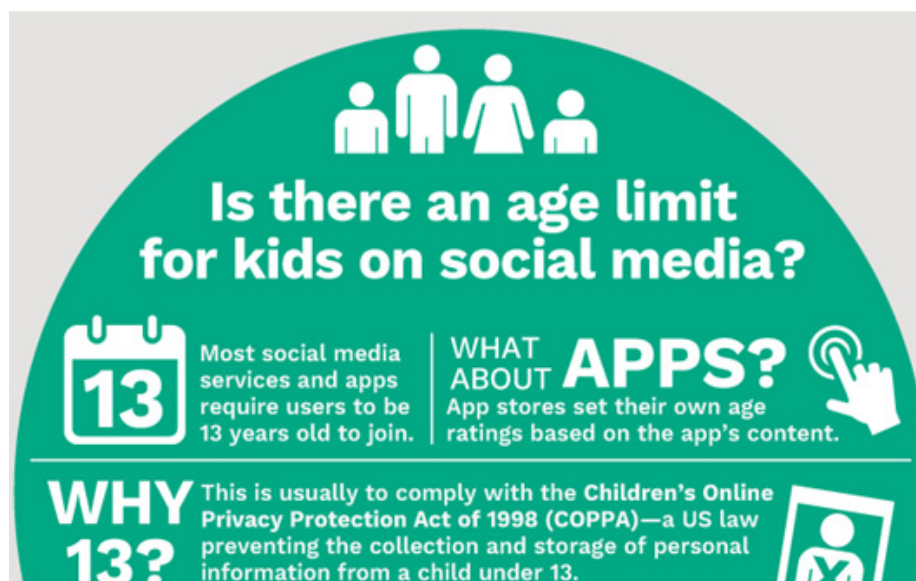
According to The Social Age Study by knowthenet.org.uk, approximately 59% of children have already used a social network by the time they are 10. Facebook has the most users under the age of 13— 52 per cent of 8 to 16-year-olds admit they ignore Facebook's age restriction. You don't have to conduct a study to know that young kids under 13 are flocking to sites like Instagram, for example, to post and share photos, and to collect likes from their friends. Instagram tries to make it difficult for young kids to sign up by providing a birthday picker that doesn't let a new user select an age under 13. Regardless, kids easily make up fake birthdays and use their parents iTunes account to download Instagram to their own devices.

In short, as a society we have largely given up, giving age restrictions a collective shrug and "so what?" But, guess what? Age does matter, and here's why:

1. Children's personal information is at risk. The Children's Online Privacy Protection Act (COPPA) passed in 1998 protects every child under the age of 13. The Act requires that operators of websites and online services provide notice and obtain permission from a child's parents before collecting personal information — such as name, address, phone number and screen name — from that child. Companies also cannot collect geolocation data that could identify the city street, and any image, video or audio files containing the child's image or voice. Anything that can identify what the child is using, like cookies, IP addresses or the unique device identifier (UDID) for mobile devices is restricted by COPPA. But COPPA doesn't work if a 9-year-old claims they are 13. When a social network account is created for a child under 13, or when a child uses a false birthdate, this Federal law cannot protect their personal information from being collected and shared with third party advertisers.

2. Children under 13 don't have the hardware upstairs to make smart decisions online. Just because kids seem tech-savvy at increasingly younger ages, doesn't necessarily mean that their brains are developing at the same rate as their digital acumen. Research shows that it takes children about 12 years to fully develop the cognitive structures that enable them to engage in ethical thinking. Before 12 it's difficult, if not impossible, for a child to fully grasp the impact of their actions upon others, online or otherwise. Yet young children are increasingly joining social networking sites, sometimes even putting themselves in harm's way by becoming victims of online harassment, solicitation, and cyber-bullying before they are ready to respond appropriately.

3. Lying is just plain wrong. Living in a civilized society means we have some implicit agreements: we take turns, play fair, stop at red lights, and hold the door open for old ladies. And we tell the truth. Sure, giving a fake birthdate to Facebook seems like a harmless white lie, but it's a lie nonetheless. I'd like to believe we can all agree that honesty and truthfulness, online and off, is important.



Device Requirements

To ensure that all devices that are purchased and supplied for student use will meet the needs of the student, school infrastructure and Department of Education requirements, we recommend the following devices.

Device Requirements

Recommended Device

- Apple iPad
- Minimum 9.7 Inch
- 4th Generation (Late 2016) or Newer
- 32gb or Greater Storage

Optional Device Choices

- Apple iPad Pro 10.5in

Non-Supported Models

- Apple iPad Pro 12in
- Apple iPad Mini
- Any non-Apple device



You may visit this website to compare iPad Models: <http://www.apple.com/au/ipad/compare/>

Required Accessories

- Headphones
- Rugged case for sufficient protection

Non-Required Accessories

- Stylus
- Carry case
- Charger at school - home only

Suggested Extras and Thoughts

+Apple Care

AppleCare+ for iPad provides up to two years of expert technical support and additional hardware coverage from Apple, including up to two incidents of accidental damage coverage, each subject to a A\$65 service fee. In addition, you'll get 24/7 priority access to Apple experts via chat or phone through getsupport.apple.com. Coverage begins on the original purchase date of your iPad.

AppleCare+ benefits are in addition to any legal rights provided by Australian consumer law. More information can be found here: <http://www.apple.com/au/support/products/>

Insurance

Insurance is an important consideration for the device your child brings to school. You can discuss insurance cover for the device with your home and content provider and adding this item to your existing cover.

Purchasing Options

You may purchase your students BYOD 1:1 iPad from any provider. We don't mind and would prefer that you shop around for a great price.

Mindarie Primary School has partnered with two local providers who offer iPads to families at a discounted rate.



Winthrop Australia Pty Ltd

Purchasing Portal: <https://sales.winaust.com.au/shop/mindarieps>

Contact Number: 08 6488 2777

Email Contact: sales.wa@winaust.com.au

Benefit of purchasing through Winthrop Australia?

- Discounted education pricing.
- Free shipping: Your order will be delivered to your home address in approximately 3 to 7 business days after payment is received. If no one is home to receive the goods, instructions will be left to collect from your local Australia Post Office.
- Winthrop Australia together with FlexiGroup will be offering a 6 month interest free or leasing option.
- Optional AppleCare+ or Insurance for screen breakage and loss can be added upon purchase.



JB Hi-Fi Solutions Pty Ltd

Purchasing Portal: <https://www.jbeducation.com.au/byod/>

School Code: mindarieps19

Benefit of purchasing through Winthrop Australia?

- Discounted education pricing.
- Free shipping and local store pickup - you can go to Ocean Keys and collect your purchase.
- Local service options.
- JB Hi-Fi Australia together with FlexiGroup will be offering a 6 month interest free or leasing option.
- Optional AppleCare+ or Insurance for screen breakage and loss can be added upon purchase.

Please consider your options when purchasing. Some parents may wish to purchase devices for Christmas presents before their child transitions into Year 4. Families wishing to take this option are advised to buy early as devices may fall into short supply as many schools will be moving to a BYOD model in 2019 and into the future.

Financial Assistance may also be available for families from WA NILS, Vinnies and the Salvation Army.

Setup at Home

Pre-Setup Information

You are not required to install or buy any apps for consumption at school, however, you may do so at home if you wish. Mindarie Primary School will enroll your child's device in our Mobile Device Manager (MDM) Meraki. This software provides over-the-air centralised management, diagnostics, and monitoring for the iPads in our school network. This software aims to improve the security of BYOD initiatives by enforcing data encryption, remotely wiping lost devices, and even restricting network access to managed devices.

Meraki makes it easy to securely support BYOD — without extra appliances, licenses, or complex configuration. This includes the installation and management of school owned apps.

Setup

Once you receive and open your iPad, turn it on and follow the instruction prompts to set it up. The important things that it will prompt for are the WiFi details and iTunes Account login. You may either set up an account under your child's information, or create an account for the guardian. It is recommended that you input a pin number or secure your child's device with their fingerprint.

Meraki Systems Manager

During the first week of school, staff at Mindarie PS will enroll the student devices to our MDM. This is not required to be done at home.

Find My iPad

'Find my iPad' enables location services to track the iPad, so that if the device is stolen it can be traced by using any other device connected to the internet.

To enable this on the iPad:

1. Select the 'Settings' app.
2. Select the 'iCloud' tab in the left hand column. You may need to enter your Apple ID.
3. Select the button that is to the right of 'Find my iPad'.
4. You may be prompted to enable Location Services which you will need to do.

Restrictions

BYOD 1:1 devices will be not be permitted on site if they have apps which allow for social media consumption. This includes, but is not limited to the following apps:

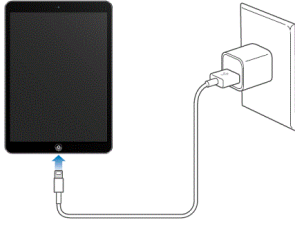
<u>Facebook</u>	<u>Kik</u>
<u>Twitter</u>	<u>Tumblr</u>
<u>Instagram</u>	<u>Reddit</u>
<u>Snapchat</u>	<u>LinkedIn</u>
<u>WhatsApp</u>	<u>Musical.ly</u>

Whilst we understand that it is your parental right to install these apps on your device, a risk assessment has been completed and has found that these apps pose too-high a risk for students at Mindarie PS.

Any accounts that are discovered by staff to be owned by students will be reported to the relevant social media site for deletion.

If you have any concerns about student well being online, please access the Office of the E-Safety Commissioner at esafety.gov.au

Home Responsibilities



**Activate your charger every night!
Your iPad must come to school
each day, fully charged.**



**Clean your iPad, including any data
that can be erased (photos, videos)**



**Bag that iPad! Make sure you come
to school prepared with your device.**



**Practice good iPad home etiquette.
This includes monitored screen
time and awareness of the dangers
of blue light into the evening.**

Student Responsibilities

As BYOD students at Mindarie PS, students will:

- Use their devices in a responsible and ethical manner.
- Bring their device to school fully charged - Devices will not be able to be charged at School.
- Follow the school's ICT Acceptable Use Policy.
- Report any behaviour that is not in line with the school's ICT Acceptable Use Agreement to their teacher
- Store their device appropriately in a designated area within their classroom when the devices are not in use to help protect their device, work and information.
- Report any damages that may occur to their teacher immediately.
- Use the internet in a safe and appropriate manner (as set out by the school's 'ICT Acceptable User Agreement') and will report any inappropriate or offensive material to their teacher so that the school can block those sites.
- Respect and look after all devices, including their own, other students' and the school's devices.
- May not use devices to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher.

Frequently Asked Questions

Why BYOD?

Bring Your Own Device allows students to have one-to-one time on a device that is set up to their specifications for their learning. This has many benefits, including:

- enabling students to take increasing responsibility for their own learning
- empowering students to learn at a pace and place as well as a way which suits them
- teaches students how to discern what tool will best help with their learning
- encouraging and enabling teachers to more easily implement personalised learning
- prepares students for a future where they are likely to be working in an environment with increasing amounts of technology and IT/collaborative/cloud based tools.

How long will my child spend on their device?

At Mindarie Primary School we will be providing a style of 'Redefined Integrated Learning' in our BYOD classes. This means that students will enjoy learning both with their devices and also with more traditional means of learning, as both are valid. Keeping in mind the considerable investment that is made on the devices, teachers will endeavor to utilise devices as much as possible during the school day, as well as using them for home tasks. Students will also be encouraged to take breaks from their screen in what is considered good practice for this type of learning.

How will the device be kept safe at school?

BYOD Classrooms will have procedures in place for looking after devices including lockable storage units for students to place their devices in when they are not in use or students are out of the classroom. Although every effort will be taken to keep devices safe by both the students and the teachers, the overall responsibility lies with the student to follow these procedures to ensure the safety of their device. Daily checks on 'iPads in Bags' will be common practice in the classroom at the completion of each day.

Which device will best met our needs?

Our Technologies Committee has spend substantial time researching other school BYOD 1:1 programs and have identified the Apple iPad as our BYOD device.

Why iPad?

The iPad and AppStore allow teaching staff to expose students to learning that balances creativity with critical thinking to enhance learning experiences. By ensuring all devices are consistent, the school can utilise common language to ensure a smooth and equal learning experience.

What are the minimum device requirements?

Please refer to 'Device Requirements' within this booklet.

Do other schools have a BYOD 1:1 program?

More and more schools are establishing a BYOD 1:1 program each year. Utilising research completed by other schools, we have formulated our school plan and documentation for Staff and Parents.

Will devices need to be insured, and by whom?

Yes, it is highly recommended that devices are insured. This will remain the responsibility of parents. Please consider that devices may be simply added to most home insurance policies and this should cover them at school too. We suggest that you discuss this with your insurance provider.

Can we choose an alternate/non-iPad device?

No. To maximize program effectiveness a common device is essential. This allows teachers to develop common language, procedures and app integration to support student learning.

How will internet access be monitored?

Direct internet access will be monitored by individual classroom teachers. To support this, protections and web filters are already in place via the Department of Education Fortigate software. These protections restrict student access from accessing inappropriate websites and will be used to secure certain aspects of iPad app usage, for example, gaming and social media use.

Frequently Asked Questions

Will students still learn to read and write?

Absolutely. Reading and writing will still remain as a core focus for learning. A BYOD program is designed to redefine learning experiences including opportunities to collaborate, share and engage with learning at a much higher level.

Where should parents go to buy devices?

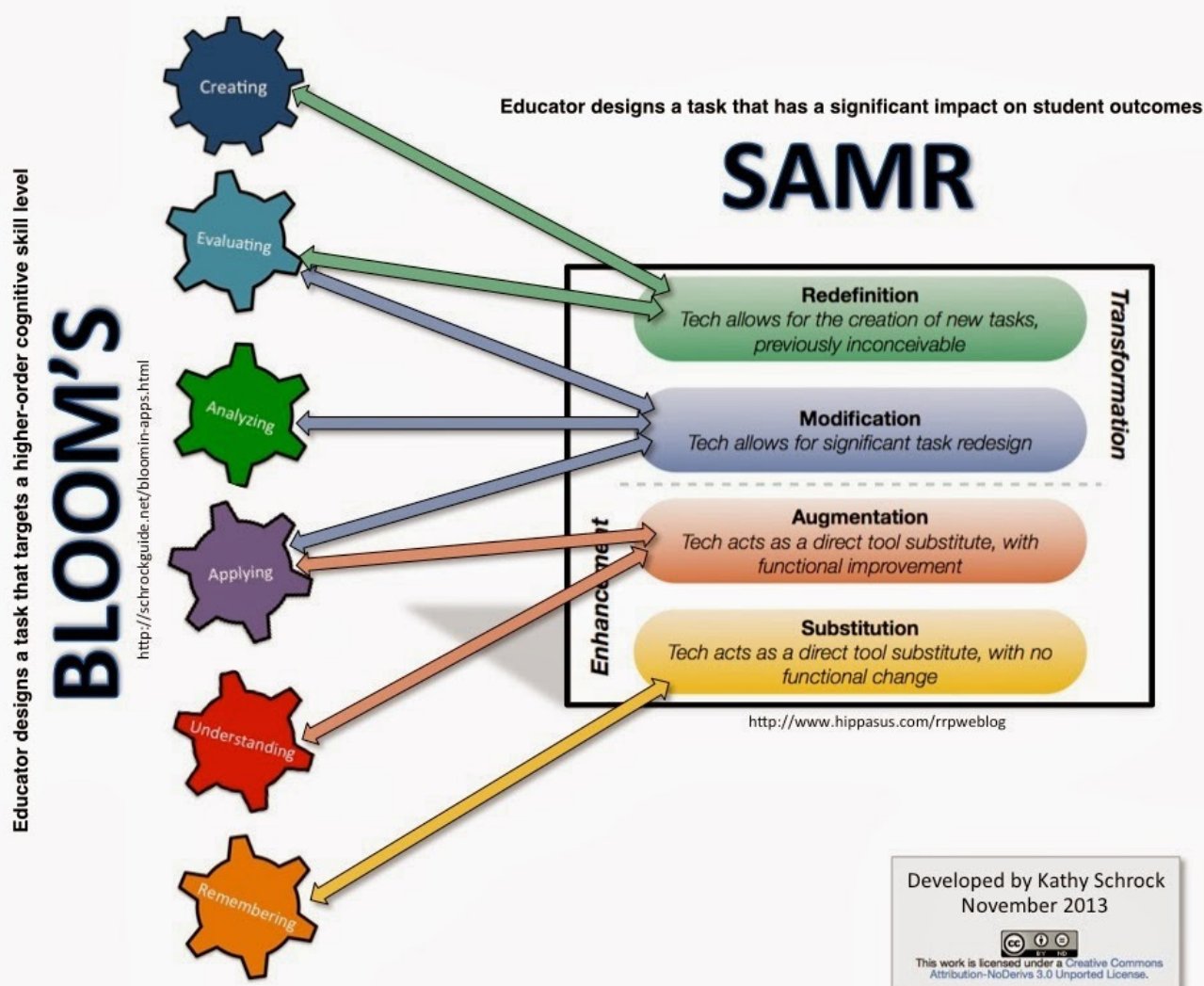
Parents are able to choose any retailer to purchase an iPad. We recommend that you research the market to find the best deal. We have established business relationships with JB HiFi and Winthrop Australia who can provide you with education pricing, however, we still recommend that you check pricing with external suppliers.

What is the life expectancy of an iPad?

Apple provides a 2 year limited warranty on iPads. This covers any manufacturing issue that may impact the device in the first two year period. You have statutory rights as guaranteed by the Australian Consumer Law that surpass the warranty being provided by Apple. We can confidently state that iPads, when cared for, will surpass this two year period. This is the reason for choosing the iPad for our program.

What is the school's responsibility when cyber bullying issues are discovered?

Mindarie Primary School will contact all parents involved with any cyber bullying related incidents. Any social media accounts that are discovered will be forwarded on to the social media provider for deletion. In your home, you are welcome to circumvent the age restrictions, however, at school this will not be tolerated.





Introduction

Mindarie Primary School is dedicated to providing students and staff with the latest Information Communication and Technologies (ICT) hardware, infrastructure and online services to enhance teaching and learning. The ability to locate, analyse, synthesise and communicate appropriate information of good quality is essential in today's information rich society.

Technology is a tool for learning, change, collaboration and communication.

It is expected that all students access the school's ICT infrastructure in a responsible, efficient, ethical and legal manner, whilst conforming to the guidelines outlined in this document. The use of Mindarie's computer facilities, network and the internet is a privilege, not a right. It is conditional on students or staff complying with the ICT Acceptable Use Policy and Electronic Communications Guidelines.

ICT Acceptable Use

Mindarie Primary School ICT facilities are provided to students and staff through a variety of computer hardware, peripherals, software and networks; including the school Intranet, Internet and Email. This includes all parent-funded and personal devices whilst in use on the school grounds or under supervision by Mindarie Primary School Staff (including sporting events and excursions).

Restrictions and policies are put in place to encourage students and staff to interact with ICT in an educational context, to maximise educational outcomes and to ensure the safety and integrity of students, staff and community members.

Students will agree to follow the principles of ICT Usage at Mindarie Primary School:

- Use digital technologies only with the permission of a teacher and will follow all instructions from teachers when using school devices.
- ICT is a privilege, not a right.
- Students using the school's ICT must not break State or Federal law. A summary of these laws are attached and form our Policy and Guidelines.
- Students will not let anybody else know my password. Students will not let others logon and/ or use their account unless it is with the teacher's permission and will not access other people's online services accounts.
- Students know that they are responsible for anything that happens when their online services account is used and will tell their teacher if they think someone is using my online services account.
- Students know that the school and the Department of Education may see anything sent or received using email or online file storage services. The school has the right to check all written, graphic and other materials produced, communicated, stored or accessed on devices by students. This includes students emails.
- Students will make sure that any email sent or any work published online is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).

- If students use other people's work (including items taken from the Internet) as part of research and study they will always acknowledge them.
- Students will obtain permission from the copyright owner for the use of their works if included for an entry for a competition or any other uses other than for private research and study.
- If students find any information that is inappropriate or makes them feel uncomfortable, they will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- Students will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- Students will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- Students will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.

If these principles of use are breached, students risk having disciplinary or legal action taken against them, or their Parent/Guardian.

A copy of the ICT Acceptable Use Agreement (K-3 or 4-6) is made available to all students at the commencement of each school year or at the time of enrolment. Students will receive classroom instruction about the guidelines, policy and agreements and the rules for device use. The Acceptable Use Agreement needs to be discussed with parents and carers, signed by both parties and returned to school. After week three, any students who have failed to return the required documentation will not be permitted to use the school network or school devices.

Devices are not to be used by students for recreational or personal use whilst on school premises. They are to be used as tools to enhance the curriculum. This is a directive from the Department of Education.

1:1 Device Acceptable Usage Policy

Students are expected to adhere to the ICT Acceptable Use Policy and follow the 1:1 Device Usage Policy guidelines whilst using Parent Funded Devices (PDF) connected to the school network.

- Students are required to maintain and clean their device and immediately report any damage to their teacher.
- Students are required to inform the teacher or others when using the camera and audio recording functions and are reminded that they must not publish photographs to any online network or social media application.
- Students may not play games on their device during school time unless otherwise directed by a teacher.
- Students are required to have the device fully charged and present at school at the beginning of every school day (with exception of sports events).
- When students are not required to have the device in class (eg for Sport) they should secure it in their classroom.
- Students may not loan their device to another student or leave it in such a place that it is likely to be easily stolen or damaged.
- Similarly, students may not use another student's device unless necessary for a class activity or they have permission to do so from its owner.
- Students must only download appropriately rated applications, videos and music to the school device.

Electronic Communications Guidelines

Students are expected to utilise school devices and networks in a manner that ensures the integrity of the school is maintained. The following information forms the Electronic Communications Guidelines for the use of school owned devices, as well as the use of Parent-Funded Devices (PFD) whilst on the school premises. The use of PFD should be monitored at home and suggestions may be sought from the school for assistance with home device monitoring.

The Department of Education (DoE) provides each student with a unique login for school infrastructure. This is referred to as a Student Connect Account. The school is responsible for the collection of student Acceptable Use Agreement as well as the education of students in regards to the risks associated with online activities.

Student Passwords/Passcodes

All students will be provided with a unique password at the commencement of the school year. These passwords are for the individual student ONLY and should never be given to another student at the school. Students are solely responsible for protecting their individual passwords.

Sharing passwords could hold 'innocent' students liable in the event of misconduct. Students who use another student's password will be deemed in breach of the school's Acceptable Use Policy.

Passwords may be changed throughout the school year if the integrity of their password has been compromised. A new password can be issued by their classroom teacher.

School Email

The Department of Education provides each student with their own email address (*in the format of studentname.surname@education.wa.edu.au*) that may be accessed at school or home through Connect.

The school may or may not wish to utilise this service in conjunction with learning opportunities in accordance with the Australian Curriculum.

Students should be aware of the following expectations when accessing DoE email:

- Students should be sensible in their email usage and not contribute to Spam or Junk.
- Students always consider that email correspondence is public. Even 'private' email can be shared or screenshot and sent to others.
- Do not criticise, abuse or anger others.
- Be sensitive in what is written and conveyed.
- Never divulge personal details through email or online.

Shared Files

Students have access to an area on the school server to save documents. The students 'My Documents' folder requires a username and password to gain access. Staff have access to monitor student files and must be used in accordance with the school Acceptable Use Policy.

Printing

Mindarie Primary School is a green school and students must only print when there is a direct requirement.

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Reference: <http://www.comlaw.gov.au/Details/C2012C00835>

Equal Opportunity Act 1984 (WA)

This Act precludes:

Discrimination against persons on grounds of sex, marital status or pregnancy, family status, sexual orientation, race or political conviction, impairment or age in education

Sexual harassment and racial harassment in the workplace and in educational institutions, and

Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Reference: <http://www.eoc.wa.gov.au/AboutUs/TheEqualOpportunityAct.aspx>

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Reference: http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_151_homepage.html

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Reference: <http://www.comlaw.gov.au/Details/C2012Q00003>

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal

Reference: <http://www.comlaw.gov.au/Series/C2004A00937>

Privacy Act 1988 (Cth)

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

Reference: <http://www.comlaw.gov.au/Series/C2004A03712>



Online Rules

I agree to follow the online rules set out below when I use Mindarie Primary School digital technologies as well as my Student Connect Account given to me by the Department of Education:

- I will ask the teacher first before using a computer, iPad or tablet at school.
- I will not give my password out to others.
- I will not let other people logon and/or use my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will only use material from the Internet if I have asked the teacher.
- If I download material or pictures from the Internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others when online without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- If I use the Internet or my online account in a way that I should not, then I may not be able to use these in the future.
- I may be liable for misuse of the computer and the police may be contacted.

I agree to abide by the Mindarie Primary School ICT Acceptable Usage Agreement for school students and accept the Electronic Communities Guidelines which have been presented to me.

I understand that if I am given Student Connect Account and break any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Behaviour Management in Schools policy.

Do you give permission for your child to have a Student Connect Account? **Yes / No (circle one)**

Name of student: _____ **Signature of student:** _____ **Date:** _____

Name of Parent: _____ **Signature of Parent:** _____ **Date:** _____

Note: while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate Internet filtering software.



Online Rules

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- I will not let anybody else know my password.
- I will not let others logon and/ or use my Student Connect Account unless it is with the teacher's permission and I will not access other people's online services accounts. I know that I am responsible for anything that happens when my online services account is used and I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
- If I use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- I will obtain permission from the copyright owner for the use of their works if I include an entry for a competition or any other uses other than for private research and study.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- If I use the Internet or my Students Connect Account in a way that I should not, then I may not be able to use these in the future.
- I may be liable for misuse of the computer and the police may be contacted.
- Any damage to Mindarie Primary School digital technologies that is deemed deliberate must be covered by my parents/carers.

I agree to abide by the Mindarie Primary School ICT Acceptable Usage Agreement for school students and accept the Electronic Communities Guidelines which have been presented to me.

I understand that if I am given Student Connect Account and break any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Behaviour Management in Schools policy.

Do you give permission for your child to have a Student Connect Account? **Yes / No** (circle one)

Name of student: _____ **Signature of student:** _____ **Date:** _____

Name of Parent: _____ **Signature of Parent:** _____ **Date:** _____

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