



Mindarie
Primary School

ICT Acceptable Use
Guidelines and Agreements

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Mindarie Primary School (MPS) provides students and staff with opportunities to utilise Information Communication and Technologies (ICT) hardware, software, infrastructure, and online services to enhance and transform teaching and learning through substitution, augmentation, modification, and/or redefining learning tasks. The ability to locate, critically analyse, synthesise, and communicate appropriate information of good quality is essential in today's information-rich society.

It is expected that all students access the school's ICT infrastructure safely. This document has been created to guide students, staff, and visitors to MPS in the safe use of ICT in our school context. The use of Mindarie's ICT resources is considered a privilege and must be utilised appropriately for individuals to maintain access. It is expected that all staff, students, and visitors to the school comply with these guidelines and expectations.

Acceptable Use Guidelines

Mindarie Primary School's ICT facilities are provided to students and staff through various computer hardware, peripherals, software, and networks. These resources include the school Intranet, Internet, email, and communication platforms such as Compass and Showbie. The use of parent-funded and/or personal devices, while on the school grounds or under supervision by Mindarie Primary School staff (including sporting events and excursions), must also comply with the ICT acceptable use guidelines.

To access ICT at MPS, students must agree to follow the principles of ICT Usage at Mindarie Primary School:

- Digital technologies are to be used only with the permission of a teacher, and students must follow all instructions from teachers when using devices.
- ICT is a privilege, not a right. Therefore, student access may be revoked at any time.
- Students using the school's ICT must not violate state or federal laws. A summary of these laws is attached to this document and informs our Policy and Guidelines.
- Students must not disclose their passwords or login credentials to anyone. They should not allow others to log on or use their account unless it is with the teacher's permission, and they should not access other people's accounts.
- Students are responsible for their actions when accessing online services and accounts and should inform their teacher if they suspect someone is inappropriately accessing or using their account.
- Students should be aware that the school and the Department of Education may monitor anything sent or received while accessing Department internet or online file storage services. The school has the right to inspect all written, graphic, and other materials produced, communicated, stored, or accessed on devices by students.
- Students must ensure that any communications sent or any work published online are polite, carefully written, well presented, and not harmful to other students (i.e., they should not contain material that is racist, sexist, inflammatory, hateful, obscene, abusive, or in any way inappropriate for a primary school context, or that promotes illegal activities or violence).
- If students use other people's work (including items taken from the Internet) as part of research and/or study, they must always acknowledge the source.
- Students must obtain permission from the copyright owner for the use of their works, if included for an entry into a competition or for any other purpose beyond private research and study.
- If students come across any information that is inappropriate or makes them feel uncomfortable, they should report it to a teacher. Examples of inappropriate content include violent, racist, sexist, or sexual materials, or content that is offensive, disturbing, intimidating, or that encourages dangerous or illegal activities.
- Students must not disclose personal information, including names, addresses, photographs, credit card details, and/or telephone numbers, of themselves or others.
- Students must not damage or disable the computers, computer systems, or computer networks of the school, the Department of Education, or any other organization.

- Students should be mindful of the potential issues caused by sharing or transmitting large files online and sharing other people's copyrighted content online (e.g., music and video files).
- Students bringing a 1:1 Bring Your Own Device (BYOD) device to school agree to have the devices managed by Mindarie Primary School when used on school grounds and agree to the terms outlined in the [ICT Acceptable Use Agreements](#).

If these principles of use are violated, students or their parent/guardian may face disciplinary or legal action.

A copy of the ICT Acceptable Use Agreement ([K-3](#) or [4-6](#)) is provided to all students at the start of each school year or at the time of enrollment. Students will receive classroom instruction about the guidelines, policy, agreements, and the expectations for device use. The Acceptable Use Agreement needs to be discussed with parents and carers, signed by both parties, and returned to the school. Students who have not completed and returned the required documentation will not be allowed to use the school network or devices.

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

BYOD 1:1 Acceptable Use Guidelines

Students are expected to adhere to both the [ICT Acceptable Use Guidelines](#) and additional 1:1 BYOD (Bring Your Own Device) Acceptable Use Guidelines while using Parent-Funded Devices connected to the school network. BYODs must be used in a safe, responsible, respectful, and ethical manner.

- Students are required to maintain and clean their device and immediately report any damage to their teacher.
- Students will not use the camera or audio recording without explicit permission from their teacher. Similarly, when permission is obtained, students will not photograph or record any individuals without their consent. Photographs and recordings of others will not be published on any online network or social media application.
- Students may not use their device during school time unless 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 the exception of sports events, excursions, and special occasions).
- When students are not required to have the device in class (e.g., for Sport), they should secure it in their classroom.
- Students may not lend their device to another student or leave it in a place where 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 from its owner and their teacher.
- Students must only download appropriately rated applications, videos, and music to the school device.

Additional information regarding the purchase, required specifications, usage, and other frequently asked questions about the 1:1 BYOD program can be found in the [BYOD 1:1 Parent Information Booklet](#).

School Owned Devices – Loss or Damage

In cases of accidental damage, students are required to report the incident to their teacher. In the event of any deliberate damage, the student's parents/guardians will be responsible for covering the cost of repairing or replacing the device. If a third party is involved in an incident of damage, the matter will be referred to an Associate Principal for resolution.

Student Passwords

Students will receive unique passwords and login credentials for accessing school-based software and applications. These passwords are meant exclusively for the individual student and should never be shared with another student at the school. Students bear sole responsibility for safeguarding their individual passwords.

Sharing passwords could potentially implicate 'innocent' students in the event of misconduct. Students who use another student's password will be considered in violation of the school's Acceptable Use Policy.

Passwords may be changed during the school year if the security of a student's 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@student.education.wa.edu.au) that can be accessed at school or home through Microsoft 365. Teachers may choose to utilize this service in conjunction with learning opportunities aligned with the Australian Curriculum. When accessing the DoE email, students should be aware of the following expectations:

- Students should exercise common sense in their email usage and avoid contributing to Spam or Junk email.
- Students should always remember that email correspondence is public. Even 'private' emails can be shared or captured in screenshots and sent to others.
- All communications must adhere to the guidelines set in the Acceptable Use Agreements.
- Personal details should never be disclosed through email or online.
- Any behaviour or communications that cause concern should be promptly reported to a teacher.

Mobile Devices

In accordance with the [Department of Education policy](#), mobile phones are prohibited in public schools from the moment students arrive at school until the end of the school day. The Department's expectation is that mobile phones should be "off and away all day." Currently, students are allowed to keep mobile phones in their bags with the expectation that the devices are switched off and not accessed during the school day.

Exceptions may be made for mobile devices in cases where a student has a diagnosed medical condition that necessitates the use of a mobile device to monitor their health (e.g., diabetes).

Students bring mobile devices to school at their own risk. Under no circumstances will the school accept responsibility for the loss, theft, or damage to a student's mobile phone and/or electronic device, including smartwatches.

Mobile devices should be powered off at the beginning of the school day and stored in student bags. Smartwatches must be switched to an Airplane or Do Not Disturb mode during school hours to deactivate communication capabilities and app alerts.

Students are not allowed to contact parents, friends, or others through electronic devices or Messenger apps during the school day. Students are encouraged to address problems directly or report them to a teacher or staff member for necessary support. MPS staff will contact parents and guardians regarding significant incidents and concerns throughout the day.

No student is permitted to use a mobile or electronic device to capture images or record sound of other students, staff, or community members on school grounds.

Students not adhering to these guidelines will have their device confiscated, and their parents will be contacted for collection.

Digital Health and Wellbeing is a facet of digital citizenship that centers on the safe and appropriate use of technology. In today's technology-driven world, our society is increasingly reliant on the internet. It's becoming ever more critical to educate our students and children about the risks associated with frequent internet usage. Striking a balance between digital technologies and physical activities is crucial. Students and parents should commit to a balanced, healthy lifestyle by using digital devices only when necessary during the school day and at suitable times at home.

The Australian Government and the Office of the [eSafety Commissioner](#) offer a range of services and resources to support digital citizenship. These resources are readily available to provide guidance for decision-making both at home and in the wider community.

Cyber-bullying and Online Incidents

Inappropriate use of ICT or unkind behavior occurring on digital platforms at school will be addressed in accordance with the school's [Positive Behaviour Support Plan](#).

MPS staff will always provide support to students in cases of intentional unkind or mean-spirited behaviors. Unfortunately, when inappropriate interactions and shared media between students occur online, outside of school hours and staff supervision, the school lacks the ability to monitor these activities. Holding students accountable for their actions in this realm can be quite challenging, and the responsibility for accountability and safety measures ultimately lies with the parents and guardians of MPS students.

Any ongoing instances of harassment, targeted online behaviors, or inappropriate use of a platform should be reported to the organization that manages the specific platform in question. Harmful online behavior can also be reported to the [eSafety Commission website](#) or to the police.

Related Policy and Useful Links:

[Department of Education Bullying Resources](#)

[eSafety Commissioner](#)

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: [Copyright Act 1968 \(Cth\)](#)

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.

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: [Equal Opportunity Act 1984 \(WA\)](#)

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 protections that people who deal with such material commit an offence.

Reference: [Censorship Act 1996 \(WA\)](#)

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: [Criminal Code Act](#)

Cybercrime Act 2001 (Cth)

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

Reference: [Cybercrime Act 2001 \(Cth\)](#)

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: [Privacy Act 1988 \(Cth\)](#)



ICT Acceptable Use Agreement Kindergarten to Year 3

Expectations:

I agree to follow the expectations set out below when I access ICT at Mindarie Primary School:

- I will ask the teacher first before using a device at school.
- I will not give my password out to others.
- I will not let other people log into and/or use my accounts 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 devices and will not change settings.
- I will not use the school devices to be rude or unkind.
- I will not take images or recordings (audio or video) of others without the teacher's permission.

I Understand:

- If I use the Internet or devices 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 device and the police may be contacted.

I agree to abide by the Mindarie Primary School ICT Acceptable Use Agreement for school students and accept the guidelines which have been presented to me.

I understand that if I break any of the expectations outlined 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 access school-managed devices? **Yes / No (circle one)**

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 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.

Office use only: Date processed: / /

Processed by (initials):



ICT Acceptable Use Agreement

Year 4 to Year 6

Expectations:

- I agree to follow the expectations set out below when I access ICT at Mindarie Primary School:
- I will access digital technologies only with the permission of a teacher.
- I will not let anybody else know my passwords or login credentials.
- I will not let others log into and/or use my student accounts unless it is with the teacher's permission, and I will not access other people's accounts. I know that I am responsible for anything that happens when my accounts are being used and I will tell my teacher if I think someone is using my account.
- I know that the school and the Department of Education may see anything I send or receive using the school's internet or online file storage services.
- I will make sure that any communication 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 deemed inappropriate for a primary school context, rude, abusive in nature or 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 inform a teacher.
- 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 devices, systems or networks of the school, the Department of Education, or any other organisation.
- I understand that my teacher or members of staff may access my device at any time they deem necessary.
- I will not take images or recordings (audio or video) of others without the Teacher's permission.

I Understand:

- If I use the Internet or any ICT device in a way that I should not, then I may lose future access to devices at school.
- I may be liable for misuse of the device 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 Use Agreement and accept the Guidelines which have been presented to me.

I understand that if I break any of the expectations outlined 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 access school-managed devices? **Yes / No (circle one)**

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 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.

Office use only: Date processed:

//

Processed by (initials):



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Online Services – Third Party Consent

Dear Parents and Caregivers,

Mindarie Primary School provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

Mindarie Primary School also utilises extra services to supplement and extend our students learning, offering access to students, parents and caregivers at home. **The services we use are also in place to support student learning in case families need to implement Distance Learning in the home.**

The Department of Education requires that we, as a school, seek approval for each student to be enrolled in these programs and services. The Mindarie Primary School Administration Team have done explicit risk assessments on all the services that we use. This is on top of the rigorous assessment of all Third-Party Providers by the Department of Education.

Kind regards

Barbara Bromley

The following third-party services are being used in our school. (All links below are available from the Mindarie Primary School Website). These services require us to share some personal information about your child and require you to provide consent for each service before we do so. We require your consent to be able to provide access to these services for your child.

PAT (ACER)

Mathematics, Science, Literacy Teaching and Learning.

Information Provided: Student name, learning data, date of birth, form.

Where the Data is stored: Within Australia.

Terms of Use: <https://www.acer.org/online-terms-of-use>

Scholastic Literacy Pro/ Pr1me Mathematics

Literacy, Mathematics Teaching and Learning

Information Provided: Student name, learning data, form.

Where the Data is Stored: Within Australia.

Terms of use: <https://www.scholastic.com/privacy.htm>

Prodigy

Mathematics Teaching and Learning

Information Provided: Student name, Parent name, Student data, school name.

Where the Data is Stored: Offshore (outside Australia)

Terms of use: <https://www.prodigygame.com/main-en/terms-and-conditions/>
<https://www.prodigygame.com/main-en/privacy-policy/>

Showbie

Teaching and Learning

Information Provided: Student name/username, work, performance, password, school name.

Where the Data is Stored: Offshore (outside Australia)

Terms of Use: <https://www.showbie.com/terms/>

Online Services – Third Party Consent

I provide consent for Mindarie Primary School to provide access, ongoing support and online credentials to these services for my child.

Student Name: _____ Year: _____ Class: _____ Date: _____

Parent/Caregiver Name: _____ Parent Caregiver Signature: _____