Technology
User Agreement

Langwarrin
Primary School

Please read and return back page ONLY (with signatures) to your classroom teacher ASAP.

Contents

Vision Statement

Langwarrin Primary School recognises the importance of Information Communication Technology (ICT) and the ever growing demand for it as an educational tool, helping prepare students for the future. 21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, users need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school, adhered to by staff and parents/carers are requested to reinforce this behaviour at home.

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies and learning environments established by Langwarrin Primary School or accessed using school owned networks or systems, including but not limited to.

- School owned ICT devices
- Mobile Phones
- Email and instant messaging
- Internet and Intranet
- Social networking sites
- Video conferences and web conferences
- Accessing files from the internet/other sources
- Printing material
- Copying, saving or distributing files

- Video and photo sharing websites
- Global 2 Blogs
- Micro-blogs
- Forums, discussion boards and groups
- Wikis
- Podcasts
- Publishing and browsing on the internet
- Web 2.0 tools
- Network accessible resources
- Streaming media

Appropriate ICT Use at Langwarrin PS

Langwarrin Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

At Langwarrin Primary School we:

- have policies in place that outline the values of the school and expected behaviours when users use digital technology and the internet
- provide a filtered internet service
- provide supervision, direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cyber-safety program at the school which is reinforced school wide
- use mobile technologies for educational purposes
- provide support to parents/carers to understand this agreement
- provide support to parents/carers through information evenings

▪ work with users to outline and reinforce the expected behaviours while using technology at school and also at home

Langwarrin Primary School expects that students will use ICT that is made available to them in a respectful manor. It is important to take care of and make sure any ICT equipment is looked after. It is important to look after ICT that is available to all students as these are shared resources used by all and downtime could result in loss of access to network resources.

School Owned ICT Devices and Infrastructure

School owned ICT devices and infrastructure relate to any property that has been purchased, donated or leased to the school and is the owned by Langwarrin Primary School. This includes but is not limited to:

- Desktop computers
- School owned 1:1 devices
- Laptop computers
- Notebook computers
- Interactive technology
- Projectors
- Ethernet points

- ICT infrastructure
- Display units
- Wireless Access Points
- Printers
- Computer peripherals
- Ipads
- Portable devices

Any user found damaging or to have damaged any school owned ICT devices or infrastructure will be responsible for reimbursing the school for any costs associated with the replacement or repair of damages to devices or infrastructure.

Cyberbullying

Cyberbullying is defined as any kind of bullying or harassment done using any form of technology. It can include:

- abusive texts and emails

- posting unkind message or images

- imitating others online

- excluding others online

- inappropriate discussions

- inappropriate image tagging

Langwarrin Primary School has a zero tolerance on all forms of bullying and treats all offences seriously. If a student is found to be conducting themselves in a manner that is not within Langwarrin Primary School guidelines consequences will be enforced.

Digital Communications

Digital communication involves the transfer of data electronically using various device types (*e.g. Email, IM etc.*). The data that is sent online or via email can be treated as physical evidence if required. The punctuation and grammar used when conversing in a digital format can carry weight and infer the same amount of emotion as if discussing in person (*e.g. Using bold or underlined text can infer anger/aggression*). It is important that

you remember everything students do online is recorded and can be traceable in the event of any breach of Langwarrin Primary School rules and regulations.

Personal Data

Personal data that is stored on personal devices is the responsibility of the user. Public access computers are not to be used for storage and can be wiped by the ICT team at any time. Due to the mechanical nature of computers we recommend that data be backed up regularly. LPS makes available network storage that is available at school which can be used to back up school work. The ICT team actively monitors these folders, if any illegal content is found it will be deleted without question and the user may face consequences.

1:1 Programs
Purpose

The digital device is to be used to assist student learning at school. As an educational tool they provide a way of engaging students in the classroom to promote learning and act as a productivity tool for staff. The nature of technology also allows for an amount of self-discovery of information from the internet (if permitted access). Utilising technology in the classroom in this way has benefits for both students and staff.

Use at School

Charging of 1:1 devices is expected straight after use. Students are to follow the guidelines as set out by teacher's expectations for classroom use.

School Promotions, Work or Images

Occasionally photographs of students are taken for special events, sport and publicity. Your cooperation is sought to use such material to recognise and promote student participation and achievement in both Langwarrin Primary School and wider communities.

ICT outside of the school

Langwarrin Primary School will try to assist all families that are a part of our community with any ICT issues or concerns that are faced outside of the school's operating hours. Langwarrin Primary School hours of operation are limited and accessibility outside of these hours is generally not permitted unless organised via appointment.

Please note there are other resources available such as:
For support with online issues, students can call Kids Helpline on 1800 55 1800

Parents/Guardians can call Parent line on 132289 or visit **www.cybersmart.gov.au/report**

For more information on Cyber-bullying visit **http://au.reachout.com/Cyberbullying**

Non-Compliance with this agreement

The use of ICT equipment within the school environment is a privilege and is expected to be respected and used appropriately at all times. Failure to adhere to these policies, or any others as set by Langwarrin Primary

School, can result in exclusion from ICT resources for an extended period of time. It is at the discretion of the principal or teacher in charge to determine an appropriate course of action for any users or parents found to be operating outside of any of the Langwarrin Primary School policies and procedures. Langwarrin Primary School also reserves the right to call police for serious illegal offences if deemed so by the school principal.

Acceptance Form

Please fill out the acceptance form and **return to the school as soon as possible**. Access to computers, iPads and other ICT resources at Langwarrin Primary School is granted once the Acceptable User Agreement has been signed and returned.

Appendix 1: Definitions

"ICT"	Information and Communications Technology
"LPS"	Langwarrin Primary School
"users"	Any person that has access to LPS resources
"1:1"	Technology hardware program run by the school/DEECD/Other
"DEECD"	Department of Education and Early Childhood Development
"online"	Being connected to the internet
"internet"	The worldwide network of computers
"intranet"	The computer network within the school
"ICT Infrastructure"	Computers, devices and the technology that connects them
"school owned"	Purchased by the school and owned by the school unless otherwise stated.
"blog"	Online personal comment/written work/movie
"public computers"	Computers that can be used by all users of the school
"network"	Refers to the physical hardware for transfer of data at LPS
"cyber safety"	Learning to be safe online
"digital device"	Any electronic device used for ICT eg: ipads, laptops
"social network"	A medium with which users can interact with each other over the internet
"digital footprint"	Your online activity. The websites you have visited, information you post about yourself and others. Once something is online, it can be difficult or impossible to remove.