



February 2016

Dear Parents,

Please find attached the following information regarding Digital Learning in Year 5 & 6 in 2016.

You will find the following in this pack:

- Information regarding Digital Learning at MVPS
- MVPS Digital Learning Acceptable Use Agreement & consent form
- MVPS Google Apps for Education Information & consent form

We ask that you sign and return the following to your child's class teacher ASAP:

- BYOD Acceptable Use Agreement consent form
- Google Apps for Education consent form

If requiring an information pack regarding the BYOD program (sent home in 2015) please contact me and I will send the information home with your child.

Regards,

Kylie Middlemiss

ICT Coordinator

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# MVPS Digital Learning 2016

At Mount View Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- educate our students to be safe and responsible users of digital technologies. (*through programs such as eSmart*)
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - [Bully Stoppers Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

## Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)

- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

# MVPS BYOD

## Acceptable Use Agreement 2016

### 1. Cost of Participation

The device will be owned by the Parent/Student.

### 2. Guidelines for Participation

- Parents will need to sign the BYOD Program Agreement Form agreeing to the terms and conditions of the program if they wish to participate in the BYOD program
- Laptops purchased through the program will be imaged with the Department of Education's school image
- Each device will have to be checked by the MVPS technicians to make sure it meets the technical specifications required
- The laptop must be available for use at school each day
- The laptop must be fully charged every night ready or the next school day. No chargers are to be brought to school
- Laptops must be transported to and from school in an appropriate case/bag

### 3. Warranty

If purchased through the program	If not purchased through the program
Warranty jobs will be logged and completed onsite. All devices come with a 3 year onsite warranty.  If a job needs to be completed over the school holidays, you can log this with JB Education Solutions and your place of residence or workplace can become the site of repair.	Any technical support is to be organised by the parent/guardian and is not the responsibility of MVPS.

### 4. Technical Support

If purchased through the program	If not purchased through the program
Jobs will be added to the technician's job log by the classroom teacher. No student or parent should be contacting or approaching the ICT support team.	Any technical support is to be organised by the parent/guardian and is not the responsibility of MVPS.

### 5. Insurance

If purchased through the program	If not purchased through the program
Taking out insurance for accidental breakage and theft is the responsibility of the parent/guardian. MVPS is not liable if the laptop is damaged/stolen whilst at school.	Taking out insurance for accidental breakage and theft is the responsibility of the parent/guardian. MVPS is not responsible for damage/theft/loss whilst at school, home or travelling in between.

## **6. Standards for laptop care**

The student is responsible for:

- Ensuring laptop and accessories are clearly labelled with student's name at all times
- Taking care of their BYOD laptop in accordance with school guidelines
- Adhering to the Acceptable Use policy signed by students at the beginning of the school year (sample attached)
- Backing up data securely to an external storage system (such as a USB or hard drive) or cloud system
- Ensuring that the laptop is maintained as a tool primarily for work and therefore will be setup accordingly
- Ensuring that laptops are not used in the playground before/after school or during recess and lunch without the supervising teacher's permission
- That data is backed up prior to the laptop being reimaged (if required)

The parent is responsible for:

- If not purchased through the program, technical support and repairs are the responsibility of the parent so that the device is functional for learning at school
- Discussing with child the boundaries for use at home

The school is responsible for:

- Ensuring all students have access to the school's internet connection when at school
- Providing technical support for laptops purchased through the MVPS BYOD program

## **7. Access and Security**

Students will:

- Not disable settings for virus protection, spam and filtering
- Ensure that online communication during school hours is solely related to learning
- Keep passwords confidential and change them promptly when known by another person
- Use passwords that are not obvious or easily guessed
- Never allow others to use their account
- Not share their computer
- Tell their supervising teacher if they suspect they have received a virus, spam or if they receive a message that is inappropriate or makes them feel uncomfortable
- Never knowingly initiate or forward a message sent in confidence, a virus, a hoax email or spam
- Ensure that only school work is stored on the school server. No games or software are to be copied onto the server.

## **8. Music, Videos, Photos and Games and Downloaded Software**

MVPS does not object to music, video, photo or gaming files saved on the laptops provided that the files:

- Are only added to the laptop with parent/guardian permission
  - Never threaten, bully or harass another person
  - Are appropriately licensed (i.e. they do not breach copyright and intellectual property laws – this includes video and music downloads)
  - Are not accessed during learning time without the supervising teacher's permission
  - Do not affect the functioning of the laptop as a tool for learning
  - Do not include applications that support illegal/inappropriate activities such as hacking or file sharing tools.
- n.b. MVPS is not responsible for a student's loss of data as a consequence of breaching these guidelines

# MVPS Digital Learning 2016

## Student Acceptable Use Agreement

***Parents or caregivers should discuss this agreement with their child before signing and returning the following agreement. This agreement will be displayed within the classroom and referred to throughout the year.***

### **Student Agreement**

#### **I agree that I will:**

1. Follow the published MVPS BYOD Agreement at all times.
2. Conduct myself at all times as a respectful 'digital citizen'.
3. Not send, download or be in possession of offensive, inappropriate or objectionable material.
4. Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
5. Protect my privacy rights and those of other students by never giving out personal details such as full name, birthdate, photos and addresses to strangers, in public forums or when signing up for user accounts online.
6. Not use unauthorised programs during school time without the direct permission of a teacher. Any files or software owned by the individual student are not to be transferred onto the school network or onto another student's device.
7. Be responsible for all actions taken using my user account.
8. Be responsible for my network and email account (user name and password) which identifies me and understand that all communications (both internal and external) may be monitored.
9. Ensure that if someone has access to my username and password I will inform the teacher so that my details may be reset.
10. Not use another person's credentials to access any accounts or touch another student's computer without their direct permission.
11. Respect computer equipment, furniture and resources with care at all times
12. Follow the before school procedure for mornings each day when bringing a laptop to school:  
Classrooms will be open from 8:30am for students to drop their bags off and then return outside before the bell. If classrooms are locked, schoolbag to remain with the student at all times.
13. Not plagiarise by illegally copying text without referencing the source.
14. Inform a teacher if I accidentally encounter inappropriate, dangerous or illegal material and immediately turn off the screen without disclosing the material to any other student.
15. Ensure if filming, photographing or otherwise recording a member of the MVPS community, whether student, staff, parent or visitor, I do so with consent from the person.
16. Not share, publish or post film, photographs or other recordings to an online space without permission from a teacher or guardian.



## MVPS 2016 Digital Learning Acceptable Use Agreement Consent Form

### Parent Agreement

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school if my child does not behave appropriately.

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Student Agreement

I have read through the Acceptable Use Agreement and the expected standards of behaviour I must display. I understand that there are actions and consequences if I do not follow this agreement.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_