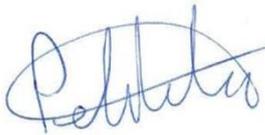


Information and Technology Acceptable use Policy - Students

POLICY DATES: JOHN CALVIN SCHOOL INFORMATION AND TECHNOLOGY USE			
Formulated	August 2019		
Implemented	16 th September 2019	Reviewed	
Next Review Due	JAN 2020		
POLICY AUTHORISATION			
Principal	Daniel Coote	Signature	
Board Chairman	Philip deRuiter	Signature	

INTRODUCTION

The use of electronic devices and access to e-mail and internet services (school devices and services) in John Calvin School are provided to students in order to support their educational and administrative needs.

PURPOSE

This Policy is intended to inform parents and students of our school's expectations when students are using the devices and services provided by the school and when using their personal equipment to communicate to or about members of the school community.

POLICY AND PROCEDURES

Laptop computers and other electronic devices and services are necessary educational tools and must be used in a responsible manner. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Student Conduct and Pastoral Care Policy and if necessary, offending material may be supplied to the police. The school reserves the right to capture, store and review all internet browsing and emails across our school network, including any unauthorised access. Devices may be taken or accessed if it is believed that:

- There has been or may be a breach of the school rules or policy
- There may be a threat of harm to a student or others or system security.

STUDENTS ISSUED WITH OR USING SCHOOL OWNED LAPTOP COMPUTERS & SIMILAR DEVICES

The school has supplied laptop computers and similar devices for the personal educational use of some secondary students while enrolled at the school. In some classes, students may be permitted to take school owned laptop computers home.

Students and their families who receive a laptop computer or similar device have the following additional responsibilities:

- ✓ To care for the laptop/device to the best of their ability
- ✓ To keep the laptop/device secure and protect it from any malicious damage.
- ✓ To bring the laptop/device to school each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- ✓ To return the laptop computer/device (and any inclusions such as power cords and carry case) in good order when leaving the school.
- ✓ To refrain from loading any unauthorised software onto the computer/device at any time
- ✓ To refrain from any attempt to disable or bypass any of the computer's filters, settings or safety devices installed by the school.
- ✓ To refrain from sharing their login details and passwords with other students.
- ✓ To ensure that if the laptop/device is left at school outside school hours it is either securely locked in the student's locker or returned and plugged in to the laptop storage trolley in the classroom to be charged.
- ✓ To hand in the computer/device to members of teaching or administrative staff if requested to do so.

PROHIBITED USES

Computers and similar devices have been provided for educational use only and use of the computers and similar devices in any way that is contrary to this stated purpose may be seen as a breach of the Student Computer Use Agreement.

Students are NOT permitted to play games on the computers at any time either during class or during breaks (recess and lunchtime) and the Student Behaviour Policy will be enforced in the case of students breaking this rule.

Students are NOT permitted to visit any websites in class other than those they have been specifically directed to use by their teacher.

Students are NOT permitted to load any computer games onto the computers either from installation discs, USBs, the internet or by any other method

CYBERSAFETY REQUIREMENTS

This part of the policy addresses the particular use of these technologies that has come to be referred to as 'Cyberbullying' (See below). The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and or teachers or is criminal in nature.

When using the school devices and/or services students will:

- ✓ Ensure that communication through internet and email services is related to learning.
- ✓ Keep passwords confidential, and change them when prompted, or when known by another user.
- ✓ Use passwords that are not obvious or easily guessed.
- ✓ Log off at the end of each session to ensure that nobody else can use their e-learning account.
- ✓ Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- ✓ Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ✓ Ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- ✓ Always acknowledge the creator or author of any material published.
- ✓ Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- ✓ Ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

When using the school services (or similar personal equipment) students will not:

- ✓ Disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
- ✓ Allow others to use their personal accounts.
- ✓ Deliberately use the electronic identity of another person to send messages to others or for any other purposes.
- ✓ Enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- ✓ Use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- ✓ Visit any websites other than those they have been specifically directed to by

their teacher.

- ✓ Damage or disable computers, computer systems or networks.
- ✓ Disclose personal information about another person (including name, address, photos, phone numbers)
- ✓ Distribute or use information which is copyrighted without proper permission.
- ✓ Take and/or publish photos or video of members of the school community without their consent.

When using school services students will never knowingly initiate or forward emails or other messages containing:

- ✓ A message that was sent to them in confidence.
- ✓ A computer virus or attachment that is capable of damaging recipients' computers.
- ✓ Chain letters and hoax emails.
- ✓ Spam, eg unsolicited advertising material.

When using school services or non-school services students will never send or publish either through internet sites, e-mail or mobile phone messages:

- ✓ Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- ✓ Threatening, bullying or harassing material or make unreasonable demands.
- ✓ Sexually explicit or sexually suggestive material or correspondence.
- ✓ False or defamatory information about a person or organisation.
- ✓ The school name or logo without the written permission of the Leadership Group.

When using educational networking website 'EDMODO' students will never:

- ✓ Post any comments, messages, pictures, videos or audio that are not directly relevant to the educational purpose for which it is being used.
- ✓ Share their group passwords with others who are not part of the same Edmodo Group.
- ✓ Use rude, unpleasant or offensive language.

Students need to be aware that all use of internet and email services, including unauthorised access, can be monitored and traced to the accounts of specific users.

Laptop computers and other distributed devices may be recalled by the school at any time so that the usage and drive content can be checked.

The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

POLICY UPDATES

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Management Team to depart from the stated policy.

RESPONSIBILITIES

All staff are responsible for ensuring that the requirements of this policy are met and the correct procedures are followed appropriately.

Students are responsible for reporting any breaches of this policy to a teacher or to the School Office as soon as they are known.

The Leadership Group is responsible for ensuring this policy is adhered to throughout the school.

Students and their parents are responsible for ensuring they read and understand this policy and abide by its requirements. The Student Computer Use Agreement must be signed before students are given access to school based computer services or student laptop computers.



HIGH SCHOOL STUDENT COMPUTER USE AGREEMENT

(SCHOOL COPY – KEEP ON STUDENT'S FILE)

I/we have discussed the Student Computer Use Policy with my/our child, and we agree to uphold the expectations of the school in relation to the use of electronic devices and services both at school and, where relevant, outside of school.

We understand that a breach of this policy will incur consequences according to the school's Behaviour Policy and that we will be responsible for replacing or repairing a school issued laptop computer that has been maliciously damaged. We understand that in the case of accidental damage, loss or theft of the laptop we will be liable for the repairs.

Signature (Parent).....

Signature (Student).....

Signature (Teacher/Staff Member).....

Date:

ITEMS BEING LENT:

DATES OF LOAN:

To be returned: At completion of year.



Student Acceptable Use of Digital Technologies Prep – Grade 2 Agreement

At John Calvin 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.

What are Digital Technologies?

Digital technologies are electronic tools, systems, devices and resources that generate, store or process data, such as computers, laptops, iPads, digital cameras, smart phones, etc.

These also include social media, online games and applications, multimedia, productivity applications, cloud computing, interoperable systems and mobile devices

Safe & Responsible Behaviour Rules

I will look after all equipment I use:

- ✓ I will use all equipment, including laptops, cameras, iPads and any other digital technology, with care and return it the same way I got it. E.g. carry the laptop with 2 hands while walking across the room and close the lid gently
- ✓ I will not have food or drink near any laptops, computers or iPads
- ✓ I will sit down in my chair safely and properly when working on a laptop, computer or iPad
- ✓ I will return all equipment to the same place when I finish using it
- ✓ I will not damage any school equipment on purpose – such as iPads or laptops. E.g. to use the keyboard or mouse gently and to wait patiently for programs to load or pages to change

Internet and computer usage:

- ✓ I will use the Internet sensibly and follow all teacher instructions regarding the use of the Internet
- ✓ I will use online spaces or websites that are appropriate for me
- ✓ I will not try to go on any inappropriate content or inappropriate websites
- ✓ I will never give out mine or others personal details, like full names or addresses
- ✓ I will respect the work of others and will not change, move or delete any folders or documents that do not belong to me
- ✓ I will only use Google or Google Images search engine when the teacher has told me I can
- ✓ I will speak to a teacher or trusted adult if I see something online that makes me feel upset or scared
- ✓ I will speak to a teacher or trusted adult if someone is unkind to me online

- ✓ As I am under the age of 13, I am **NOT** to have a social media account or use such social media apps or sites as Facebook, YouTube, Instagram, Kick, Snap Chat, Twitter, Musical.ly, etc.
- ✓ To work to stop bullying - I don't send mean or bullying messages or pass them on to others
- ✓ I will complete work as asked and work appropriately when on Microsoft Office 365 apps, such as Minecraft for Education
- ✓ I will not delete or change others work when on Minecraft for Education

When using an iPad I will:

- ✓ make sure it stays in its case
- ✓ not damage the screen with my fingers, pencils, etc.
- ✓ only use the game or website my teacher has shown me or told me to use
- ✓ never download apps or music on the school iPads
- ✓ Never log in to the iPad with my own, or others, Apple ID, iTunes account or iCloud ID
- ✓ never go to the App Store, iBook or iTunes store at any time
- ✓ always return it to the teacher when finished working on it

Student Acceptable Use of Digital Technologies Agreement 2020

(teacher's full name)

acknowledges the commitment of

(student's full name)

**to being a polite, safe and responsible user of
digital technologies according to the details mentioned in the
JCS Acceptable Use of Digital Technologies Agreement.**

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe. Breaking any of the rules stated in this agreement will result in the withdrawal of my computer privileges for a negotiated period of time set by my teacher or school eLearning leader.

Student's signature
(write your name) _____

Teacher signature _____

Date _____



Student Acceptable Use of Digital Technologies Grade 3 -6 Agreement

At John Calvin 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.

What are Digital Technologies?

Digital technologies are electronic tools, systems, devices and resources that generate, store or process data, such as computers, laptops, iPads, digital cameras, smart phones, etc. These also includes social media, online games and applications, multimedia, productivity applications, cloud computing, interoperable systems and mobile devices.

Safe & Responsible Behaviour Rules

Care and Usage of the Equipment – I agree:

- ✓ To take great care when using the computer equipment and iPads throughout the school
- ✓ To not eat or drink near the computers
- ✓ Only to use the computer with a teacher's permission
- ✓ Not to copy, download or put my own software on the school computers as this may cause a virus

Computer, Laptop & iPad Use - I agree:

- ✓ To follow all teacher instructions when using computers, iPads or any digital technology
- ✓ To only open files that are mine or files that a teacher has told me to open or use
- ✓ To keep the settings of the computers and iPads as I find them and not to alter screensavers, wallpaper or the way the desktop is arranged, or delete or move apps
- ✓ Only to print when instructed to by a teacher
- ✓ Not to install any software on school computers or new apps on iPads unless instructed to by a teacher
- ✓ Not to log into the school iPads with my own Apple ID or iCloud ID

Internet Use - I agree:

- ✓ Only to access web sites appropriate to the task at hand as directed by a teacher. (not entertainment game sites, music lyrics sites, fan sites, video streaming etc)
- ✓ Only to access search engines as directed by a teacher – not to use google images unless my teacher has allowed me to
- ✓ Not to download any files from the internet unless instructed to do so by a teacher
- ✓ Only to use my Gmail email account with the school as organised by the class teacher

- ✓ Not to email photographs of any kind, or inappropriate emails
- ✓ If I am under 13 years of age, I am NOT to have a social media account or use such social media apps or sites as Facebook, YouTube, Instagram, Kick, Snap Chat, Twitter, Musical.ly, etc. as I am aware of age restrictions to sites
- ✓ To work to stop bullying - I don't send mean or bullying messages or pass them on to others
- ✓ I will complete work as asked and work appropriately when on Microsoft Office 365 apps, such as Minecraft for Education
- ✓ I will not delete or change others work when on Minecraft for Education

Personal Safety – I agree:

- ✓ To protect my personal information by being aware that my full name, photo, birthday, address and phone number is personal information and I shouldn't post or share these online
- ✓ To do the same with others personal information that I might know
- ✓ Protect my passwords and don't share them with anyone except my parent
- ✓ Never meet anyone I have met "on-line" without my parents' permission
- ✓ To immediately tell a teacher if I accidentally encounter on my or any other computer anything which I know is inappropriate or makes me feel uncomfortable

Student Acceptable Use of Digital Technologies Agreement 2020

(teacher's full name)

acknowledges the commitment of

(student's full name)

**to being a polite, safe and responsible user of
digital technologies according to the details mentioned in the
JCS Acceptable Use of Digital Technologies Agreement.**

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe. Breaking any of the rules stated in this agreement will result in the withdrawal of my computer privileges for a negotiated period of time set by my teacher or school eLearning leader.

Student's signature (write your name)

Teacher signature

Date

Parent/Guardian 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, social networking sites (e.g. Facebook), 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), etc.

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.

- ✓ 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 if my child is under the age of 13, they SHOULD NOT have a social media account or use such social media apps or sites as Facebook, YouTube, Instagram, Kick, Snap Chat, Twitter, Musical.ly, etc.
- ✓ I understand that there are actions and consequences established if my child does not behave appropriately.
- ✓ I have discussed this agreement with my child and agree that any breaking of the rules will result in a loss of computer privileges for a negotiated period of time set by my child's classroom teacher or the school's leadership team.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____