



# Aspendale Gardens Primary School

## Student & Parent Personal Device Usage Agreement and Policy Statement

The program aims to provide students access to a contemporary learning environment via the use of mobile learning technologies. This shared responsibility extends to all staff, students and parents accessing the school Information and Communication Technology (ICT) resources and systems. As an eSmart school, Aspendale Gardens Primary School endeavors to continue to provide ICT which:

1. Personalises and extends student learning,
2. Improves the educational skills of teachers, by providing school planning for professional learning,
3. Supports connected learning beyond the school,
4. Supports systems for the **safe** and **appropriate** access and management of digital learning and teaching resources – eSmart Schools = smart, safe and responsible
5. Supports the Alannah and Madeline eSmart Foundation through annual cyber safety information sessions for students, parents and teachers.
6. Anticipates that this convenient access to technology, will help develop deeper understanding of knowledge and skills and improve student learning outcomes.

Aspendale Gardens Primary School is committed to achieving positive change through the introduction and implementation of a personal device user program. This agreement describes the conditions for acceptable use of Information and Communication Technologies at Aspendale Gardens Primary School. Both students and parents/guardians are to read and sign this agreement as acknowledgement of an understanding and acceptance of the terms by which this technology is to be used.

Aspendale Gardens Primary School supports students in the use of an iPad or a Touchscreen Laptop for educational purposes and grants internet access subject to the following conditions:

1. The device is intended for student educational use within the classroom. The student can bring the device to class on any day, and ensure that the student uses it exclusively. The device is to be used by the owner only.
2. The device will be used in accordance with the Aspendale Gardens Primary School Information, Communication and Technology (ICT) Agreement and also adhere to the Mobile Device/Student Use Policy.
3. Parents will be responsible for managing the software on the devices.
4. The school accepts no responsibility, and cannot guarantee support, for any apps, data, etc, installed onto the device.
5. Security of the device is primarily the responsibility of the student.
6. When using the devices, students should maintain correct posture and vary the activity and length of time they are using the keypad and screen to avoid fatigue.

7. Students are expected to:
  - Follow all teacher directions, including when and how to use the device.
  - Have the volume of devices muted at the beginning of each lesson.
  - Use appropriate manners when communicating electronically.
  - Provide their device to teachers and parents/guardians upon request.
8. In particular the device should:
  - Be brought to class fully charged and ready for use.
  - Have enough capacity available for regular updates from provider
  - Not be left unattended.
  - Be stored in the classroom when not in use at school.
  - Not be out of the student's bag or used at school prior to 9.00am or after 3.30pm
9. The school supports appropriate cyber safety protocols for primary parents and students.
  - Students must keep their passwords confidential. If a student becomes aware of someone using their login information, they must inform the school immediately.
  - History of machines is not to be cleared.
10. Aspendale Gardens Primary School staff reserve the right to access the data on the student's device and delete data when necessary, upon consultation with the student and parents.
11. Students will have access to their Google Education accounts provided by the school. This account is administrated by the school and these accounts allow students to:
  - Access Google Education applications
  - Access teacher created Google Drive folders at school or at home
  - Store their own work in a secure cloud based server hosted by Google
  - Collaborate with their peers using the Google Education applications
12. **Explicit permission is required from people whom are to be videoed, photographed or to be audio recorded. Failure to do this will see ICT infringements applied.**
13. **No photos or video will be shared to social networks (Facebook, Twitter, Flickr, Instagram etc.)**
14. **The student will ensure they are not engaged in any involvement with material or activities that could put at risk their own safety, or the privacy, safety or security of the school or other members of the school community.**
15. The student will abide by copyright laws. They understand that downloading any music, videos, software, etc. that they do not own, is illegal.
16. Students will not use VPN's (Virtual Private Networks) during school time, or access any other networks while at school (Personal Hotspot).
17. The student will not interfere with a device that belongs to another student or staff member.
18. Whilst there is a high level of security on our network, on occasions, students may encounter material that is controversial and which students, parents, teachers or administrators may consider inappropriate or offensive. It is the student's responsibility not to initiate access to such material. If a student encounters such material he/she must turn the screen off and report it to a teacher immediately. It must not be printed, copied, shared, stored or viewed by others.

This part of the agreement and policy statement is to be retained by the student and parent. This policy was ratified by the Staff, Leadership and School Council on the **8th February 2022.**

# Student & Parent Personal Device Usage Agreement

This Agreement is made between Aspendale Gardens Primary School, and

\_\_\_\_\_ (student's name) and

\_\_\_\_\_ (parent/guardian/carer's name)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

This Agreement relates to the use of a device at Aspendale Gardens Primary School by the above named parent and student. Please confirm your agreement to the requirements outlined in the **Student & Parent Personal Device Usage Agreement and Policy** document, by having the student mark each checkbox and sign below to demonstrate this commitment and have this affirmed by a parent/guardian by also signing below:

- I will take good care of my device.
- I will use my device for my own personal use and not make it available to other individuals.
- I will store my device in a safe and secure manner when not in use.
- I will not take video or photos of any students or teachers without their consent.
- I will not upload any photos or video of any student or teacher to social media such as Facebook, Twitter, Flickr or Instagram.
- I will follow all teacher directions regarding my device.
- I will not plug in my personal device into a school computer and/or download any of my content without consent of my teacher/school (i.e. photos, videos, songs).
- I will not use my device at school before 9.00am and after 3.30pm.
- I agree that, whilst at school, my device is a learning device only and not for personal entertainment.
- I will not use my device to communicate with other people unless asked by my teacher.
- I will abide by copyright laws and not claim material I have copied from the internet as my own.
- I will use my device in accordance with DET and Aspendale Gardens Primary School Policies and expectations.
- I understand and agree to the rules in the above document, the Personal Device Usage Agreement and Policy Document.

THE PARTIES LISTED HAVE AGREED TO THE ABOVE USAGE AGREEMENT FROM THE ABOVE DATE:

Signed: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Signed: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Principal: \_\_\_\_\_ Cheryle Osborne

**\*\*This part of the agreement and policy statement is to be returned to school.\*\***