

ICT Digital Device Use Policy

Dear Parents, Caregivers and Students,

Information and Communication Technologies (ICTs) includes the use of computers, Microsoft Office 365, Laptops, iPads, the school network, the Internet, digital/video cameras, scanners, stylus pens, headphones and microphones.

At Alberton PS, devices are used to enhance teaching and learning in several ways including communicating with other people, publishing students' work, research and learning basic skills. Becoming a responsible digital citizen and taking care with equipment is important.

Below are some guiding principles and expectations at Alberton PS:

General Use:

- I will take care of the school's hardware and software
- I will only use school software and I will not bring software from home. If I require something specific, I can ask the ICT Department
- I will not use the school's equipment for anything which is against the law, or which would inconvenience other people; for example:
 - Printing more copies than I need
 - Changing the settings on devices when not permitted
 - Downloading large files which slow down the network without permission
 - Keeping codes which crack other programs or password protecting files
- I will log off the computer when I have finished my work and care for my allocated device
- I will keep my password/s to myself, and not seek the passwords of others
- I am aware that viruses can be spread between devices through using USB drives that have not been checked by virus scanning software and I will check with my teacher or the ICT Network Manager / Technician before using a USB drive on a school device
- I will only use the device allocated to me by my teacher
- I will not remove or damage the Asset Stickers, labels or (QR Code) attached to my device

Internet Use:

- I will only use the Internet when I have permission from a supervising adult and/or it is a core focus of task at hand
- I will not download games or other applications from the Internet
- If I see or hear anything on a web site that I am uncomfortable with, I will minimise the content and tell my teacher immediately. (A central filter service blocks access to inappropriate websites and alerts the Principal for any inappropriate word searches)
- When I use email, Microsoft Office 365 or forums, the content I create and send will be respectful and appropriate
- I am aware Office 365 and the 'cloud' is an online service that saves my data in an Australian online database
- I will not give out any personal information about myself or others unless I have permission from a teacher or parent
- I will not open an attachment to an email if I am unsure of its contents as it may contain a virus
- I understand that the school may check my device files and may monitor the internet sites I visit
- I understand that my Learnlink Office 365 account can only be used in relation to delivering curriculum objectives and must not be used to store, transmit or share sensitive or personal information
- I will not copy other people's work into my work, and call it my own. This includes pictures and information I find on the Internet. I will always acknowledge my sources.

ICT Devices - Obligations & Responsibilities (Parents please read carefully)

- Devices will be updated and maintained periodically and may be out of service at times. Devices are covered by an extended warranty.
- Any damage deemed to be Malicious (by a student) may result in full cost of repairs being paid for by the family, up to the cost of a replacement device.
- All relevant year level teachers, in collaboration with students, will ensure devices are secure in the classroom trolley safely when not being used.

***Please return the signed consent to your child's classroom teacher as soon as possible.
Signed consent will then trigger release of an upgraded device to your child for learning purposes.
This device is allocated to your child only and not used by other students.***

Office 365 Updated Information:

Alberton PS will be using Office 365 ICT technologies. Office 365 is a customised package of Microsoft Office 365, tailored for the South Australian public education system. Office 365 provides students with an email and collaboration platform to create and/or upload/share learning content. This may include websites, presentations, written, audio, images and video material as part of their educational programs.

All data and information within Office 365 is stored within an Australian based 'cloud' and provides the following services to students:

- **Email (existing service)**

Students are provided a unique email address that remains the same throughout a student's enrolment in a State Government school or preschool.

- **Office 365**

Office 365 provides the latest versions of Microsoft Office applications for desktop PCs and mobile devices, including Windows, iOS and Android devices. Office applications include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook.

All students are required to sign conditions of use agreements before they have access to school computers, internet, and software which outlines acceptable use. When students are at a school, internet access will be filtered by our DfE security system however access from home/off-site is not filtered by this system and as such should be supervised by an adult.

It is strongly recommended personal devices (used at home) have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 is only to be used in relation to delivering curriculum learning and must not be used to store, transmit or share sensitive or personal information.

Kind Regards



Dan Jarrad
Principal

Please tear off, sign and return to your child's teacher as soon as possible

This signed agreement remains in place for the entire time your child attends Alberton PS. It will only be required to be re-signed in the event the school begins using a different ICT software system. Please complete below.

As a responsible ICT device user at Alberton PS, I will follow the above expectations:

If I breach any of these expectations, then I understand a 'becoming a responsible digital citizen' conversation is required and some logical follow up consequences may apply. I also understand that if I deliberately break my device or damage it in some way, my family will be liable for part or full cost of repair or replacement.

Student's Signature: _____ Student's Name: _____

Class Teacher: _____ Year Level: _____

We understand and accept the conditions of the APS ICT Digital Device Use Policy.

Parent's/Guardian Signature: _____ Dated: _____