STUDENT CHROMEBOOK & NETWORK ACCEPTABLE USE AGREEMENT FORM
RE: digital devices (e.g. laptops, iPads etc.) and services – including cyber safety expectations.

POLICY STATEMENT
The use of digital devices and points of access to e-mail and internet services at Flinders Park Primary School is provided to students in order to support their educational and administrative needs. These digital devices and services are educational tools and must be used in a responsible manner. School owned technology will not be taken off the school grounds at any time. This policy recognises that there are constant advances and changes in the use of technology (including software, apps, information sharing, new devices etc and this list is not exhaustive). Therefore, students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology.

Acceptable use is guided by the following principles:
● Students must behave in an ethical manner when using digital devices to access resources, communicate and interact with others.
● Online behaviour should at all times demonstrate respect for the dignity of each person.
● It is never acceptable to use digital devices to harass, bully or humiliate others.

This Policy informs parents and students of our school's expectations when students are using the devices and services provided, and when using their personal equipment to communicate to or about members of the wider school community. Students whose actions contradict this policy will be subject to the school's disciplinary procedures. This may include the withdrawal of access to services.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. School devices may be accessed by the leadership group where there is a reasonable belief 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 USING SCHOOL OWNED TECHNOLOGY
Students who use a school owned device have the following responsibilities:
● To care for the laptop / device to the best of their ability and ensure it is plugged in and stored correctly.
● To keep the laptop / device secure and protect it from any malicious damage.
● To keep the school owned laptop / device (and any inclusions such as power cords and carry case) in good order.

Students and their parents or guardians have the responsibility to replace or repair any damaged, lost or stolen laptop / device at their own cost.

CYBERSAFETY REQUIREMENTS
This policy addresses the particular use of these technologies that has come to be referred to as 'Cyberbullying'. 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 or has the capacity to impact on relationships across the wider school community.

1. **When using school and personal devices and services students will;**
● Ensure that they access the Internet only within the school proxy and filtering system provided.
● Ensure that communication through Internet and email services is related to learning.
● Keep passwords confidential, current and private.

- Log off at the end of each session to ensure that nobody else can use their 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.
- Keep personal information including names, addresses, photographs, and telephone numbers, of themselves or others, private.
- Use appropriate privacy controls for all internet and app based activities. i.e. location settings
- Ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. **When using the school services students will not, and will not attempt to;**
- Disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
- Disable system installed apps.
- Allow others to use their personal accounts.
- Deliberately use the digital 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.
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- Disclose personal information about another person (including name, address, photos, phone numbers)
- Distribute or use information which is copyrighted without proper permission.
- Take photos or video of members of the school community without their consent.

3. **When using ICT to communicate or publish digital content students will never include;**
- 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 crest without the written permission of the Principal.

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance.

PARENT AGREEMENT

I/we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of digital 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 Management Policy and that we will be responsible for replacing or repairing any school issued laptop / device that may be damaged, lost or stolen.

Parent/Caregiver's Name_____

Parent/Caregiver's signature_____ Date_____

STUDENT AGREEMENT

I have read and discussed this policy with my parent / carer and I agree to be a cybersafe student and always uphold these rules both within and outside of school.

Name_____

Signed_____ Date_____

(Student signature not required for children under 10 years of age)

Online Service Information

At Flinders Park Primary School we use a range of online services to enhance your children's learning and to make the administration possible. Whenever your child's personal information is stored by such a service we will inform you of the nature of the service, why we think it is an important part of your child's education and the nature of the information stored.

Google Apps for Education

General information

What is the online service called?	Google Apps for Education (GAFE)
How will the school be using the online service?	Flinders Park will be using Google Apps for education to: Save work and documents in a secure cloud based system that provides 24/7 hour access to students work. Allow students to create and edit documents in an online environment eliminating the need for students to purchase expensive software at home. Allow students and teachers to share and collaborate documents online. Provide students access to files created by staff for student learning. Provide staff with access to files created by students for checking and assessment. Allow the creation of portfolios through Google sites to showcase the students work to the teachers and in some cases the wider community.
Where can information about the service be found?	Information about Google Apps for Education can be found at https://www.google.com/work/apps/education
Personal Information –	**Use and Disclosure by School**
What personal information of individuals will the school use and disclose to the service provider?	In addition to the name of the school, Flinders Park Primary provides Google with the following: First name and surname School created email address
How will the school use the information of individuals?	The school only uses this information to create a school email and Google Apps account.
Where will the service provide the personal information disclosed to it?	Google will store the information provided by Flinders Park Primary School in data centres around the world. You can find information regarding this at the following URL https://support.google.com/a/answer/60762?hl=en
What school policies will apply to the use of the online service?	The following school policies apply to the use of Google Apps for Education. Student Computer & Network Acceptable Use Agreement DECD Acceptable Use Policy

Will the school be able to access and retrieve all content, including messages or other communications from the online service?	Domain Administrators can access all user created content. This will only be done if there is a suspected serious breach of one or more of the policies listed above.
Is there an alternative method of access to information, notifications, communications and transactions enabled through the online service?	Teachers will provide printed copies of materials stored on and distributed via their Google Drive if a student's parent has chosen to opt out of the service. Students who have opted out of the service may submit work in printed form.

Personal Information – Collected by the service provider	
How will the service provider use the personal information of individuals that is collected from the school?	Google uses the personal information provided by the school to uniquely identify each user and allow teachers to easily identify individual students.
Who will be able to see the content or work?	Students can choose who has access to each individual file in their Google Drive. The only exception to this is in the case of a suspected breach of one or more of the Acceptable Use Policies listed above, in this case the administrator and leadership team of the school may access the student's Google Drive.
Whilst the student's own copyright of the works they produce, who will have rights to reproduce and/or use the works?	Students retain copyright over all works they produce. The school may request a license for use of the students work. The decision to grant this license rests with the student and their parent or legal guardian.
If the school wants to use and reproduce the works of students, what types of work, how and where will it be used or reproduced?	**The school may request a license to use students work including:** Written work Images Video Music/Audio Any combination of the above **These works may be used for:** Professional development of teachers Student support materials (such as exemplars) Promotion of the school Works could be printed, distributed online or by digital media

Parent Acknowledgment

I give my permission for my Son/Daughter (Name)…………………………………… in Room ………….
To use Google Apps For Education.

(Parent's/Guardian's full name) …………………………………………..

(Parent's / Guardian's signature) …………………………………………..   (Date)………………..