



AVELEY PRIMARY SCHOOL

An Independent Public School

(ABN 29 985 456 130)

8 Bolero Road, Aveley, WA 6069

ICT ACCEPTABLE USAGE AGREEMENT (K-2)

Dear parent / responsible person

To ensure current, purposeful and effective teaching and learning opportunities for our students, we provide access to a range of Information and Communication Technologies (ICT) services, resources and devices. Alongside this, we offer the opportunity for students in selected year levels to be invited to join a BYOD (Bring Your Own Device) program.

I am writing to you to provide you with information and to seek approval for your child to be given the opportunities to incorporate our range of ICT into their school day.

Your child will have the opportunity to:

- Access services, resources and devices (devices may be limited by availability if not in the BYOD program).
- Access the Internet, with all reasonable care taken by APS to monitor and control students' access.
- Access online teaching and learning services such as web-conferencing, digital resources, presentation apps, learning journals and online communication tools etc.
- Access online file storage and sharing services.

BYOD Program

APS currently runs a BYOD program in Years 3, 4, 5 & 6. For your information, by being invited to join the APS BYOD Program, your child will have the opportunity to utilise their own mobile learning device at school. When considering the purchase of these devices, please ensure the following minimum requirements; camera, microphone, internet connectivity (dual band 5 GHz capability), word processing program or app, ability to access google apps, android apps or apple apps and a minimum screen size 7.9" x 9.7" (size of an iPad mini). The minimum specifications can be found on a variety of devices including but not limited to; iPads, Chromebooks and Android Tablets. You should check with retailers for exact specifications and suitability for purpose.

Please be advised:

- Aveley Primary School takes no responsibility for lost, stolen or damaged personal mobile learning devices and/or accessories.
- Any damage or loss will be the sole responsibility of the parent. As is the case with other personal property, if damage is caused by another student, the issue will be directed to both students' families to be resolved.
- Any loss, damage or theft should be reported to the school immediately.

If your child is invited to take part in the BYOD program and is unable to for any reason, they will still have the opportunity to access shared devices (when one is available) at school.

Additional information will be made available to you when your child is invited to join the BYOD Program.

Inappropriate Use of ICT

The Acceptable Usage Agreement (attached) clearly outlines the guidelines to be followed by students. If your child is inappropriately using any of ICT services, resources or devices at school, as deemed by the Teacher and/or a member of the school's Administration Team, the School's/Department's *Behaviour Management in Schools* policy will be followed. This may include limiting and/or denying the student access to using ICT at school.

If a student is unable to use a device for any reason, they will be required to complete assigned class based expectations/set work without the assistance of the device.

If you agree to your child using these ICT services, resources and devices, please go through and explain all of the dot points in the relevant (*K-Year 2* or *Year 3 – Year 6*) *Acceptable Usage Agreement*. You should ensure your child understands the content and, if they are in Years 3 – 6, have them sign and date the form. For students in Kindergarten to Year 2, please state your child's name and you, as the parent/responsible person, sign the document on their behalf.

Once this form is signed by your child/yourself, you are required to complete the permission slip attached to this letter. Both signed documents should be returned to school for our records.

Please note that while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using ICT, it is not possible to completely eliminate the risk of such exposure. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software. I would encourage you to investigate a range of suitable resources (<https://www.esafety.gov.au/>) to support you with appropriate use of ICT.

Please note that Aveley Primary School as part of the Department of Education (WA) has the right to review, audit, intercept, access and disclose information accessed through ICT at school. The data may be kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, this data and Internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*.

Yours sincerely

Michelle Murray
Principal

(Updated October 2017)

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Permission for students to have access to APS services, resources and devices, including the BYOD Program.

I am writing to you to provide you with information and to seek approval for your child to be given the opportunities to incorporate a range of ICT into their school day. When your child is invited to join the APS BYOD Program, additional general information will be made available to you.

Parents / responsible persons

Do you give permission for your child to be given opportunities to incorporate our range of ICT services, resources and devices into their school day? **Yes / No (circle one)**

I agree to and understand the responsibilities my child has when using the range of ICT services, resources and devices at school and in accordance with the **Acceptable Usage Agreement** for school students. I also understand that if my child breaks any of the rules in the agreement that disciplinary action may be taken in accordance with the School's and Department's *Behaviour Management in Schools* guidelines and policy.

Name of parent or responsible person:

Signature of parent or responsible person:.....

Date:



ICT ACCEPTABLE USAGE AGREEMENT

KINDERGARTEN TO YEAR 2

To use the range of APS Information and Communication Technology (ICT) services, resources and devices (including BYOD), a parent/carer should ensure your child, Kindergarten to Year 2, understand and agree to the following rules:



Online Rules

- I will ask the teacher first before using the computer or tablet.
- I will not give my password out to others.
- I will not let other people logon and/or use my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will only use material from the Internet if I have asked the teacher.
- If I download material or pictures from the Internet, I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others when online without checking with the teacher first.
- I will take care when using all computers/devices and will not change the computer settings.
- I will not use the computers/devices to be mean, rude or unkind about other people.

I understand that:

- If I use the Internet or my logon account in a way that I should not, then I may not be able to use the computers/devices in the future.
- I may be liable for misuse of the computer and the police may be contacted.

My child agrees to abide by the APS **Acceptable Usage Agreement** for school students in Kindergarten to Year 2.

My child understands that if they break any of the rules in the agreement that the principal may take disciplinary action in accordance with the Aveley Primary School and Department's *Behaviour Management in Schools* guidelines and policy.

Name of student:

Signature of parent / responsible person):

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Date: