



# AVELEY PRIMARY SCHOOL

*An Independent Public School*

(ABN 29 985 456 130)

8 Bolero Road, Aveley, WA 6069

## ICT ACCEPTABLE USAGE AGREEMENT (3-6)

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 you child's name and you, as the parent/responsible person, sign the document on their behalf.

Once this form is signed by your child, 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

## YEAR 3 TO YEAR 6

To use the range of APS Information and Communication Technology (ICT) services, resources and devices (including BYOD) you, the student, are required to agree to the following rules:

- I will use the negotiated school ICT with the permission of and following all instructions of teachers.
- I will not let anybody else, other than my teacher or with my teacher's permission, know my password.
- I will not access other people's ICT's unless it is with the teacher's permission.
- I know that I am responsible for anything stored or installed on my personal device and that APS and the Department of Education have access to my documents and other related peripherals on the device.
- I am required to take care and be responsible for the safe keeping of my own and the schools devices and/or accessories. This includes holding it with two hands, ensuring it is kept charged and keeping food/drink away from it. This also includes not leaving the device on the floor or unattended in a public place and ensuring it is stored in a safe agreed location.
- I will make sure that any work I do or send is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that includes naked images or is racist, sexist, inflammatory, hateful, obscene or abusive in nature or which promotes illegal activities or violence).
- If I use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge (reference) them.
- If I find any information that is inappropriate or makes me feel uncomfortable I will immediately tell a teacher about it. This includes examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or alter the settings of any devices, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.

### I understand that

- I will be held responsible for my actions while using the ICT and for any breaches caused by allowing any other person to use my device or account/s.
- The misuse of any ICT may result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- I may be held liable for offences committed using online services.

I agree to abide by the **Acceptable Usage Agreement** for APS students in Years 3 - 6.

I understand that if I break any of the rules in the agreement, it may result in disciplinary action, determined by school in accordance with the APS and Department's *Behaviour Management in Schools* policy.

**Name of student:** .....

**Signature of student:** .....

**Date:** .....

**Signature of parent/responsible person:** .....

**Date:** .....