

Hillsmeade Primary School

Acceptable Use & BYOD Agreement

Years 3 to 6

At Hillsmeade Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a Student Engagement Policy that outlines our school's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct.
- Have programs in place to educate our students to be safe and responsible users of digital technologies (Schools - Include any specific programs or approaches the school undertakes).
- Provide information about digital access issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital technologies for school-directed learning.
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures.

Duty of Care and Supervision

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)

- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support students' learning.
- Address issues or incidents that have the potential to impact the well-being of our students.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents and caregivers to understand the safe and responsible use of digital technologies and the strategies implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodule.aspx
 - iParent | Office of the Children's eSafety Commissioner
<https://www.esafety.gov.au/education-resources/iparent>

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Student Declaration

When I use digital technologies and the internet, I agree to be a safe, responsible, and ethical user always by:

- Respecting others and communicating with them in a supportive manner
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords, and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson
- Talking to a teacher or a trusted adult if I feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate, or hurtful online behaviour
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear, seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that fall outside the school's policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network or online service with a username or password of another person.

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BYOD Program – Device options

Devices	Specifications
iPad	The iPad Air, Air 2, Air 3, 6th Generation iPad or above is recommended. Due to their size, the Air Pro and the iPad mini are not supported as part of the 1:1 program.
Windows Laptop	Any Windows laptop with a solid-state drive (SSD) and Windows 10 or 11 installed. Laptops running Windows 7 devices aren't suitable.
Apple Laptop	The laptop must have OS X Catalina 10.15 or newer.
Chromebook	Chromebook devices will require 128Gb of hard disk space. Note: Microsoft Office, including Teams, can't be installed on this device. This service must be accessed through a web browser such as Chrome. Click here (https://tinyurl.com/yewmqh4n) for further details.

Mobile Phones ARE NOT PERMITTED under the School's BYOD Program. If you require assistance with identifying whether a device is suitable, please email me at hardev.singh@education.vic.gov.au

1-to-1 devices - considerations for inclusion

- Devices will be taken home every night and returned to school the next school day. The student's responsibility will be to ensure the device is fully charged at the beginning of every day. No personal device charges will be allowed to be brought to school.
- Students will be required to strictly observe the "Acceptable Use Policy" of the School. Failure to do so may result in the device being banned from school use for a period of time as outlined in the "Acceptable Use Policy".
- Devices should be protected by a cover, case or screen protector. Parents should consider buying insurance for BYO devices.
- Whilst at school, only apps and sites suitable for teaching and learning will be enabled for students to use.
- The device must be maintained in a repaired state. Screen cracks and other damages should be repaired as soon as they become apparent.
- A reasonable amount of unused memory must be available to install new apps and save student work.

Key Understandings

- I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.
- This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.
- I understand that actions and consequences are established within the School's Student Engagement Policy if I do not behave appropriately.