



## E-SMART & BYO LAPTOP POLICY

### **Rationale:**

Portarlington Primary School recognises the importance of Information Communication Technology (ICT-Computers) in preparing students for the world around them and believes ICT is an integral part of the curriculum. We want our students to be confident and safe using this technology. Our school is an eSmart school and promotes cybersafety in the community. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parent/guardians/guardians. We expect that parent/guardians/guardians will work with us and encourage this behaviour at home.

### **Aim:**

To provide clear guidance for appropriate use of ICT to enhance learning

### **IMPLEMENTATION:**

1. All students will be involved in Cybersafety Education and will be required with their parent/guardians to sign an Acceptable Use Agreement before they will be allowed on-line.
2. The school community will be provided with Cybersafety information on a regular basis.
3. Incidents of Cyberbullying will not be tolerated at Portarlington Primary School and victims and their carers will be encouraged to report incidents.
4. Cyberbullying : is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone , instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter or other type of digital technology. Cyberbullying is usually not a one-time communication, unless it involves a death threat or a credible threat of serious bodily harm.
5. Safe and responsible behaviour is explicitly taught at our school and parent/guardians/carers are requested to reinforce this behaviour at home. Parent/guardians can view the Cybersafe programs at [www.cybersmart.gov.au](http://www.cybersmart.gov.au)
6. Students are advised to report an incident if -
  - a) they feel that the welfare of other students at the school is being threatened
  - b) they have experienced an incident of Cyberbullying
  - c) they come across sites which are not suitable for their school
  - d) someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
  - e) they accidentally do something which is against the rules and responsibilities they have agreed to.
7. The school Welfare and Discipline Policy will determine action taken for breaches of this agreement. Any student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as decided appropriate by the Principal.
8. Parent/guardians will be notified if students are involved in any incidents of bullying/cyberbullying . Notification will also be given when computer privileges are suspended or withdrawn.

### **LAPTOPS FOR LEARNING, BRING YOUR OWN DEVICE LAPTOP (BYOLT)**

Laptops and associated technologies transform teaching and learning. The use of technology at Portarlington Primary School complements the school curriculum by providing digital learning tools that both engage students more actively in their learning and deepen their learning experience.

Technology enables our students to be part of this exciting education revolution, allowing students to further their learning through technology at school and at home, fosters collaboration and teamwork and encourages shared learning experiences.

#### **INTENDED USE:**

This policy has been developed to inform Portarlington Primary School's community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective LAPTOPS for LEARNING program.

#### **WHO DOES THIS POLICY APPLY TO?**

This policy applies to all stakeholders in Portarlington Primary School's LAPTOPS for LEARNING Program for Years 3 -6 students.

Including:

- Students
- Staff
- Parents/Caregivers
- Principal Administrators

#### **WHAT DEVICE/S DOES THIS POLICY REFER TO?**

For the purposes of this policy, the term 'laptop' refers to the use of a WINDOWS HP, ACER or LENOVO laptop- **NOT an APPLE Laptop**

The school has chosen to only allow use of a WINDOWS HP, ACER or LENOVO Laptops as part of the Bring Your Own (BYO) program as this will ensure consistency and manageability.

#### **IMPLEMENTATION:**

##### **CLASSES BEING INCLUDED IN THE BYOD PROGRAM**

In 2019, classes which will be part of the BYO Laptop program will be:

- All year 4 students and classes at Portarlington Primary School.
- Be available to year 3, 5 and 6 students and classes at Portarlington Primary School

##### **MINIMUM DEVICE REQUIREMENTS:**

The device must:

- Have 128GB of storage to install the selected applications by the school.
- Be Wi-Fi capable (We do not require laptops to connect to telecommunication services via sim)
- Be secured in a protective casing to ensure accidental damage is minimised.

Portarlington Primary School does encourage parents/caregivers to organise the use the most recent model device as these devices will ensure compatibility and supportability for a longer period of time.

However, this is not a requirement of the program and if students only have access to an earlier model device, then the school will allow its use.

##### **EQUITY AND ACCESS**

For families opting to not participate in the BYO Laptop Program, the school will have some devices available which will provide student access to technology, however these devices may be shared with other students within the class.

## **TECHNICAL SUPPORT**

As part of the BYOD Program, Portarlinton Primary School will offer a limited technical support program that will assist in helping students with:

- Connecting to the school's network and internet
- Printing functionality at school
- Installing applications.

Due to the device being owned by the student and family, all other technical support and warranty issues will need to be sourced by the student's family from an external source.

## **ACCIDENTAL DAMAGE AND THEFT**

The school does not provide accidental damage or theft cover for 3rd party (student-owned / teacher-owned) devices and shall therefore not be liable for any damages or theft that occurs on the school's premises unless the device was under the direct care of a staff member.

Therefore, Portarlinton Primary School encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

## **INTERNET AND NETWORK USAGE**

All students, staff and parents are expected to adhere to Portarlinton Primary School's Internet and Acceptable Use Agreement which can be found on the school's website at: <https://www.portps.vic.edu.au/page/168/Policies-&-Procedures>

## **SCHOOL RESPONSIBILITIES**

The school provides the foundation of the BYO Laptop Program and has an essential role in ensuring not only educational value, but also social responsibility and safety is developed by our students.

As part of the program Portarlinton Primary School will:

- Ensure all staff are trained in using the device and are familiar with the processes pertaining to the BYO Laptop Program
- Train teachers of the BYO Laptop program about cybersafety and to allow curriculum time for teachers to teach about being cybersafe to their students
- Provide filtered internet access to its students and monitor student use in line with the school's Acceptable Use Agreement
- Seek to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit
- Educate and assist students with research and device use to ensure compliance with the school's ICT Acceptable Use Agreement;
- Provide some limited and lockable areas in which students may store their laptops securely
- Educate students, staff and parents on safety guidelines for duration of use, posture, rest periods, stretching, noise and other environmental hazards (as outlined by the Department of Education and Early Childhood Development)
- Develop a section on the school's website that will provide parents/caregivers with 'How To' guides to assist in using the devices at home
- Ensure that staff will carefully select online content for students to use and at times allow students to create accounts to log on to appropriate educational resource sites with permission.

### **PHOTOS, VIDEO, BLOGS, WEB CONFERENCING**

Teachers and Students sometimes record their participation in school activities and show evidence of their learning with photos and short videos. They may also communicate with other students via web cameras. These images will be published within the school in their own and others portfolios and on secure school web sites. The school environment is controlled so that only the school community is able to see information. Teachers will outline expected processes with students in these spaces however, it is still important to think before you post to any online space. These images remain the property of the school and cannot be copied, published or distributed in any other forum. Failure to follow this agreement could result in legal action. Parent/guardians are asked to complete the appropriate form to give permission for their student to be included in these activities. The school may also have the opportunity to publish some photos of school events in a public place e.g. the local newspaper and **you are asked to give your permission for your child's photo to be published in a public forum**

### **VIEWING MEDIA**

To improve student Digital Literacy the curriculum at Portarlinton Primary School includes the use of Videos, DVD's and film to support some lessons. Students will have the opportunity throughout the year to watch media considered as acceptable by the school and with a G or PG rating. **We require parent/guardians to give permission for their students to view this material.**

If parent/guardians have any questions about these agreements please arrange to see the Principal.

**PARENT/GUARDIANS and CAREGIVERS ARE ASKED TO SIGN THE ACCEPTABLE USE AGREEMENTS AND RETURN THE SIGNED FORM TO CLASS TEACHERS.**

### **Evaluation:**

This policy was ratified by the School Council in 2019

This policy will be reviewed as part of the school's review cycle in 2020