



**Kunyang**  
Primary School

# Technologies

# Digital

Kunyang Primary School has a vision for learning that fosters deep learning, encourages critical thinking and creativity and provides a foundation for authentic learning. The current model of school-supplied technology resources in education is no longer a model that is feasible and cannot realistically meet the demands of teachers and 21<sup>st</sup> century learners. We continue to enhance the way we use digital technology to enrich the teaching and learning environment for both teachers and students. This involves the development and use of ‘virtual’ or ‘flexible’ learning environments, which extend the classroom experience beyond the physical space of school.

By facilitating BYOD, the school will empower students and allow them to be active in determining the way they use technology as a tool to support their learning. They will develop a sense of digital citizenship and demonstrate increased awareness of how technology is conducive to authentic learning and application of skills that are essential to succeed in today’s technology-based society. Increased access to technology further allows students to collaborate, communicate and share more openly with teachers and their peers.

## PURPOSE

To ensure that all students and members of our school community understand:

- (a)** our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-to-1 personal bring your own device program
- (b)** expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c)** the school’s commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school’s policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

## SCOPE

This policy applies to all students at Kunyung Primary School.

Staff use of technology is governed by the Department’s *Acceptable Use of ICT Policy*.

## DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

## POLICY

### **Vision for digital technology at our school**

Kunyung Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways. We aim to provide students with digitally-rich 21<sup>st</sup> century learning environments that allow them to inquire, analyse, communicate and create within a personalised learning environment.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Kunyung Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies

safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

## **BYOD at Kunyung Primary School**

Our school operates an OPTIONAL Bring Your Own Device (BYOD) program, which means students have an option to bring their own purchased or leased laptop with them to school each day. Kunyung Primary School has special arrangements with JB HiFi that offers discounted prices for the lease or purchase of Lenovo Thinkpad Laptops for Kunyung Primary School students. Students who make the most of the Bring Your Own Device (BYOD) Program (within school expectations and requirements) will have access to numerous benefits with regard to resource access, choice in task completion, responsibility and personal organisation.

### **Actions Required and Key Information**

- 1.** Students and parents must read and understand this policy and sign the BYOD Student Use Agreement before students will be permitted to connect a personal computer device to the school's wireless service. If a student connects a device without a Student Use Agreement they are in breach of the school rules and disciplinary action may be taken.
- 2.** Understand students can only use a personal technology device at school, with the knowledge and written approval of a parent/guardian and the school. The signing of the BYOD Student Use Agreement constitutes such knowledge and approval. The school reserve the right to confiscate any unauthorised device until school staff deem the return of the device appropriate. The school adopts the policy, in order to maintain a safe and secure environment for students and staff.
- 3.** Acknowledge students are to use the device for educational purposes whilst on school premises and/or connected to the school network. Activities such as downloading files not related to school work, playing computer games or watching movies is not permitted and contravenes the school's BYOD Student Use Agreement.
- 4.** When resolving cases where a school or a student-owned device has been damaged, existing school policies and procedures will apply.

**Students who choose to participate in the BYOD program are required to have their own laptop that must:**

- be brought to school in a protective case
- Celeron or Intel i3 (preferred) or higher

- 4 GB of RAM (memory)
- 128GB+ Hard Drive or SSD (Solid State Drive)
- Screen size (optional)

Please note that our school does not have insurance to cover accidental damage to students' laptop, and parents/carers are encouraged to consider obtaining their own insurance for their child's laptop.

Devices which fall out of these minimum requirements scope, will still be allowed on the network, however will receive limited support and technical assistance.

Each device on the network will be required to have a form of anti-virus software which is regularly updated and functional. There are multiple free applications which will achieve this, also Windows 10 has an application built in.

Kunyang Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. We also have a number of classroom laptops that can be used by students in classrooms at a ratio of 1 to 5 students or less (where possible).

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school on 9787 6102.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Kunyang Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Kunyang Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom

- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher, ICT Co-ordinator or Assistant Principal - Wellbeing as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer

system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Kunyung Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Kunyung Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

### **REVIEW CYCLE**

This policy was last updated on **3/12/2019** and is scheduled for review on **DEC/2020**.

**Ratified by School Council: \_\_/\_\_/2019**

# Kunyang Primary School

## Acceptable Use Agreement



### School Profile Statement

At Kunyang Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

#### At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including

reviewing and considering the safety and appropriateness of online tools and communities:

[BullystoppersDuty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)

([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))

- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and The Children's eSafety Commission:

[Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))

[iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)

(<https://www.esafety.gov.au/education-resources/iparent>)

[Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx)

([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

## Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others



- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself

When I use digital technologies and the internet, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

## My ideas on safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully**. This means I:



When I use digital technologies and the internet I **protect personal information**. This means I:



When I use digital technologies and the internet I **respect myself and others**. This means I:



# Kunyang Primary School

## Student agreement/licence



Kunyang Primary School  
**acknowledges the commitment of**

---

(student)

**to being a polite, safe and responsible  
user of digital technologies.**

As a student, I continue to learn to use digital technologies safely and responsibly.  
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Kunyang Primary School

### 1-to-1 program: personal devices



### Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

### Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.

- The school will provide access to some software and applications through the departments eduStar image for student notebooks. (There is no cost for the standard image)

## School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues (only limited support)

## Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- It is advisable to notify the student's teacher at the school if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

## User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day.
- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

# Acknowledgment of Kunyang's 'Acceptable Use Agreement'



This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (*e.g. desktops, laptops, printers, scanners*)
- mobile phones and student owned devices
- email and instant messaging (*IM's not permitted on a device on school premises*)
- Internet
- cloud-based document applications (*Google Apps For Education*)
- online educational activities
- any social networking sites - ***not permitted at all for any students 13 years and under.***
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs - ***not permitted at all for any students 13 years and under.***
- forums, discussion boards and groups (e.g. Google groups - not permitted on a device on school premises)
- wikis (e.g. Wikipedia)

- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

## Signature

Through a digital signature, I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

School name: **Kunyang Primary School**

School contact name: **Craig Entwistle & Nick Barrionuevo**

School contact no.: **(03) 9787 6102**