



Agreement for Responsible Use of Mobile Devices and Technology at Kew Primary School

PART A

"Empowering our children today for tomorrow"

The purpose of a focused ICT program at Kew Primary School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. One of the learning tools of twenty-first century learners are iPads and other similar mobile devices. The individual use of mobile devices is a way to empower students to maximise their full potential and to prepare them for secondary school, tertiary studies and the workplace.

Our program will enrich students' lives by providing access to anywhere, anytime learning. With mobile devices students will access the internet, email, use organisational tools and engage with learning resources, whilst being mobile. Students will learn to be discerning and to view content and information taken from the Internet with a critical lens.

Students will create presentations and a range of multimedia displays including podcasts, movies, comic strips and animations. They will take notes, plan, brainstorm, problem solve, collaborate, word process and create their own books and content to reflect and expand on their learning and passions.

Technology immersion does not diminish the vital role of the teacher. It transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anywhere. This specific document applies to all **mobile devices used at KPS either leased, bought outright or otherwise. These include but are not exclusive to iPads.**

Kew Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us to encourage and promote safe online behaviour at all times. We ask all parent/caregivers to take the time to discuss this document with your child and to also discuss each of the points in Part B before the agreement is signed. **Please ensure the "Responsible Use Agreement" is signed and returned to the class teacher as soon as possible.**

RESPONSIBLE USE

- This document is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a

person violates any of the User Terms and Conditions, mobile device use may be restricted, and appropriate disciplinary action shall be applied.

• **Parent/Guardian Responsibilities**

- Talk to your children about appropriate behaviour they should follow when using the Internet. Talk about ensuring respectful communication at all times and making choices to protect their personal information too.

School Responsibilities are to:

- Provide Internet access to its students.
- The school will arrange for cyber safety incursions annually.
- Provide Internet blocking of inappropriate materials.
- KPS reserves the right to review, monitor, and restrict information stored on or transmitted whilst at school.
- Provide staff guidance to aid students in the 'Best Practise' of mobile device use and help assure student compliance of the acceptable use agreement.

Students are Responsible for:

- Using computers/devices in a responsible, safe and ethical manner.
- Obeying general school rules concerning behaviour and communication which apply to all mobile devices.
- Using all technology resources in an appropriate manner so as to not damage them.
- Monitoring all activity on their account(s) and taking the necessary and appropriate steps to protect their privacy.
- Students should always turn off and secure their device after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to their class teacher.
- Return their Mobile Device to the school at the end of the lease. Students who leave KPS prior to the end of the lease must return the device to the school.
- Ensure that their personal information is protected at all times. This includes usernames, pin numbers and passwords.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic obscene, or sexually explicit materials
- Use of chat rooms.
- Messaging services-EX: MSN Messenger, ICQ, etc
- Internet/Computer Games deemed inappropriate by the class teacher.
- Changing of mobile device settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps without teacher supervision and permission.
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for illegal activities.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

- Bypassing the KPS web filter through a web proxy

Mobile Device Content & Setup

- All videos and photos must be removed from all Mobile Devices prior to being used at school. These can be uploaded to a home computer so they are not permanently deleted. Photos and videos can be taken on the Mobile Device after this. However, photos or videos the class teacher deems as inappropriate will need to be removed.
- The school will provide a list of required apps to be downloaded to the Mobile Device. Apps outside of the required list that are deemed as not being of educational value by the teacher may need to be removed from the Mobile Device, at the teacher's discretion. These apps can be synced to an iTunes account on a home computer so they are not permanently deleted. For information on how to do this please refer to the following website.
<http://help.apple.com/ipad/5/interface/>
- All leased devices must be returned during final few weeks of school so they can be checked for serviceability. If a student transfers out of the KPS during the school year and they have leased a Mobile Device, the device must be returned at that time. At a time specified all devices will need to be brought into school for the technician to connect to our school network.
- We recommend for students to have an email account. Yahoo and Hotmail offer free services. Please set this up in consultation with your child so they are aware of safe and responsible use of email.

Listed below are the minimum required apps. Further apps maybe discovered that we feel would be beneficial to your child's learning and will therefore need to be downloaded onto the device. We will endeavour to ensure any future apps will have no or minimal cost. We appreciate your understanding and cooperation in this matter.

- Pages
- Keynote
- Numbers
- Creative Book Builder
- Mathletics
- iMovie
- Simpleminds
- Explain Everything
- GarageBand
- iBooks
- Dictionary.com
- Calculator Pro
- Dropbox
- Mathletics

Agreement for Responsible Student Use of Mobile Devices at Kew Primary School

PART B

“Empowering our children today for tomorrow”

GENERAL USE

1. I will **bring my Mobile Device to school each day**.
2. I will ensure the **Mobile Device is charged** at the beginning of each school day.
3. I will **keep the Mobile device in its case** when transporting it around the school or to and from home.
4. I will **keep food and drinks away** from the Mobile Device at all times.
5. I will **immediately report any accidents or breakages** to my parents and teachers.
6. If I have Before or After School care, I will need to ensure that my Mobile Device is secured in the OSH building at all times.
7. I will not use the Mobile Device in the yard before or after school or at playtimes.
8. I will keep my mobile Device in my bag at all times when traveling to and from school.
9. I will not change any settings on the Mobile Device without my teachers and parents permission.
10. I will use my Mobile device in accordance with our school’s CARE values.

CONTENT

11. I will use the Mobile device only to **support my school learning program** whilst at school.
12. I understand my teachers and parents will **perform checks** to monitor that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit.
13. I will not use the Mobile Device for games unless approved by my teacher and parents first.
14. I will **NOT** upload pictures or videos of **ANYONE** to the internet.
15. If I am to take a picture or video of anyone, I will always seek their permission first.
16. I will keep a photo of the **Student Use Agreement Form** on my iPad at all times.

17. I will only use my Mobile Device for purposes that my teacher intends. When using the device at school I understand that I can only access applications, programs and websites that my teacher's says is appropriate.

SAFETY AND SECURITY

18. I will **only go to websites at school** which support my learning activities.

19. I will be **cybersafe** and **cybersmart** when using the internet.

20. I will use appropriate language and content **when** using my Mobile Device and other equipment with regard to other people.

21. I will use the Mobile Device lawfully.

22. For security reasons, I am **not to share account names and passwords** with anyone unless requested by staff or technicians when servicing the mobile device.

23. I am **responsible for the security and use** of the Mobile Device. A lockable space will be provided for me to place my equipment during lunch and playtimes.

24. I understand if the above conditions are not followed, I may **not be granted the authorisation to use the Mobile Device** and my name and offense maybe confidentially recorded and kept at school.

Name of Student: _____

Student Signature _____

Name of Parent: _____

Parent Signature: _____

Date: _____

Please note: this is a working document that may change as needs arise.

