



Renmark West Primary School

www.rnmkwestps.sa.edu.au
www.facebook.com/RenmarkWestPS

PMB 4
RENMARK SA 5341

Telephone 08 8595 1340
Facsimile 08 8595 1226



Honesty - Respect - Responsibility

Dear Families,

Renmark West Primary School has a 1:1 device model, assigning students in the 2/3, 4/5 and 5/6 class their own dedicated laptop for learning whilst at school. We are excited about the opportunities this provides our students as they continue to develop their skills and knowledge as 21st century learners.

To ensure that everyone understands their responsibilities we have created an IT Agreement. This agreement outlines the roles and responsibilities for the use of the devices, as well as expectations for online behaviour and safety. Your child's teacher will read through the agreement with the class. We ask that students and families read and sign our IT agreement before a device is allocated. It is essential that we work together to ensure a safe and productive learning experience for all.

If you have any questions, please don't hesitate to contact me.

Kind Regards,

Travis Keane
Principal
Renmark West Primary School



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General Information:

Device Distribution

Each student will be allocated their own device, which will be physically labeled so it can be easily identified. On screen information will include the student's name, room number, class teacher and their own unique password to access the device. Students are not to share their password with other students. Students will receive a DfE email address which will be used to access internet, email and for their Office 365 account.

Storing your Device

When students are not using their device, they should be stored in the classroom trolley. Devices are not to be taken out of the classroom unless permission is granted by a teacher for a specific educational purpose. Devices are to remain at school at all times.

Transporting your device

When students are transporting their devices in and around the school (for example to a specialist subject), they should ensure that they are carrying the device with two hands. Students should never run with the devices. Students should move and act sensibly whilst carrying the device.

Devices left in unsupervised areas

Under no circumstances should devices be left in unsupervised areas (including, but not limited to, school grounds, open building spaces, computer room, specialist areas, library, offices, unlocked classrooms or toilets). Students may be held responsible for damage to and/or loss of devices left under these circumstances.

Screen care and cases

Renmark West Primary School provides a hard cover keyboard case with all devices. This is to remain on at all times to ensure the devices have maximum protection. Students need to ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the device screen.

Charging your devices Battery

Students need to charge their device each evening by placing in the class trolley.

Sound, Music, Pictures, Games or Apps

Any content stored on the device must meet DfE and school policy/guidelines. In circumstances where the above is breached, where necessary, parents will be contacted and device privileges will be suspended.

Saving to the cloud/Backups

As a matter of 'good digital housekeeping' it is recommended that the device is backed up on a regular basis. Failure to do so may result in student's work being lost, impacting upon learning programs. To ensure devices are backed up they must be returned to the classroom trolley every night.

Inspection

The school reserves the right to inspect devices for inappropriate content. If inappropriate content is found, parents will be contacted and the content will be removed from the device and students may have their device privileges revoked. Suspicion of inappropriate content which presents a legal concern will be managed in line with DfE guidelines.

Computer and Internet Users' Agreement

Students at Renmark West Primary School are encouraged to utilise technology, including laptops, to enhance their learning experiences wherever possible. We know that eLearning compliments many areas of the curriculum and want to make the most of this, however we also know that to do so, all stakeholders must be aware of their roles and responsibilities

STUDENT RESPONSIBILITIES

As part of the Renmark West Primary School program, students will ensure that they:

- Use their devices in a responsible and ethical manner
- Will use the internet and the device in a safe and appropriate manner and will report any inappropriate or offensive websites/behaviour/communication to their teacher so that the administration can deal with issues;
- Do not share their passwords
- Only use devices and the internet when instructed to do so, and for their learning
- Ensure their device is charged, has enough storage space (minimum of 1 gig available at all times) and is kept in secure casing to enable daily use
- Obey general school rules concerning behaviour and communication in line with the Schools Acceptable Use Agreement
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter
- Monitor activity and communication and report any behaviour that is not in line with the school's 'Acceptable Use Agreement'
- Report any damage to their teacher immediately so that the teacher may investigate and inform the administration and parents of the child(ren) regarding the circumstances
- Respect and look after all devices, including their own and others students'.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Gaining access to another students', files and/or data without that students' knowledge and permission
- Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for social media, eBay, email, etc.
- Participating in any form of bullying via social media (including, and not limited to texting, emailing, posting and accessing other student's devices)
- Illegal installation or transmission of copyrighted materials
- Any action that contravenes school or DfE policy
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Accessing and using internet/app-based games within school time that are not deemed educational by the teacher without prior permission
- Using messaging/social media services within school time without the prior permission of the student's teacher
- Installing and using software which stipulate a minimum age requirement within the app's/site's Acceptable Use Agreement whereby the student does not meet this minimum age requirement.
- Participating in fraudulent or other illegal behaviour
- Vandalising (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or the school's range of technology;

PARENT/CAREGIVER RESPONSIBILITIES

Parents/Caregivers are an important part of Renmark West Primary School's IT program and can assist in ensuring the safety of our students is maintained. We ask that all parents/caregivers:

- Talk to their children and establish standards and values that their child(ren) should follow when using their device and accessing the internet and applications at home. (The school advises that usage at home is always supervised);
- Understand that the child and parent hold full responsibility for any mistreatment, breakages, vandalism or loss of the device.
- Understand that access and membership to many social networking sites/apps is age dependent and therefore children under this age should not take part in such sites.
- Access and familiarise themselves with Cybersafety resources and information.
- Communicate with the classroom teacher or leadership if they have any concerns relating to the use of the devices.

SCHOOL RESPONSIBILITIES

The school provides the foundation of the IT Program and has an essential role in ensuring not only educational value, but also social responsibility and safety is developed by its students. As part of the program Renmark West Primary School will:

- Ensure all staff are trained in using the device
- Train teachers 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
- Seek to block materials considered offensive, profane, threatening, pornographic, obscene, or sexually explicit;
- Provide a curriculum that promotes Cybersafety and responsible Digital Citizenship.
- Provide a curriculum that promotes 21st Century Learning and utilisation of Digital Technologies when they are recognised as being the most applicable resource to us.

Computer and Internet Users' Agreement

I have read the Computer and Internet Users' policy and have had it explained to me. I agree to abide by Renmark West Primary School policy.

Student Name:

Date:

Student Signature:

As a parent of legal guardian of the pupil signing above, I have read through this agreement with my child and agree to these safe practices. I give permission for my son/daughter to access the Internet for school purposes. I understand that students will be held accountable for use of Department for Education computers, and Internet access whilst at school.

Parent/Caregiver Signature.....