# Learning Technology Package

# Acceptable Use of Learning Technologies Policy

# Section 1: Learning Technologies Statements

### 1.1: Learning Technologies at Charles Campbell College

The key aim for the integration of technology into the teaching and learning at Charles Campbell College is to ensure that all students have the opportunity to become competent, discriminating and creative users of a range of technologies. Integration of technologies has the potential to engage students in ways not previously possible, to enhance their achievement, to create new learning possibilities and to extend students' interaction with their local and global communities.

Charles Campbell College is a technology-rich environment, integrating technology into all teaching and learning areas to enhance learning and to prepare our students for their roles in the digital world in which we live. Today's generation of students view technology as part of their everyday environment. To fully meet students' learning needs, technology should be pervasive, engaging and reliable. To achieve this, Charles Campbell College is currently implementing a range of new and innovative approaches to teaching and learning using new and emerging learning technologies. Ultimately, we aim to achieve a 1-to-1 teaching and learning environment.

The focus on the use of new technologies in the teaching and learning at Charles Campbell College means it is necessary to establish appropriate policies and procedures. Whilst providing the opportunity to enhance and extend human interaction, empathy and understanding, the misuse of information and communication technologies can significantly damage an individual's dignity. Therefore, it is a requirement that all students and their caregivers read and abide by the school's *Acceptable Use of Learning Technologies Policy*. Further, it is a Department of Education and Child Development (DECD) requirement that all students and their caregivers sign the *Acceptable Use of Learning Technologies Policy* before the student is permitted to access learning technologies on any Departmental School site. Once signed and returned to school, the document is filed in the student's records and acknowledged in the school's database. This agreement then remains valid and in place for the duration of the student's enrolment at Charles Campbell College or until it is reviewed or revoked by the school.

### 1.2: Cyber-Safety

Charles Campbell College 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 behaviour is essential and is best taught in partnership with parents/caregivers. We request that parents/caregivers work with us and encourage such behaviour at home.

### 1.3: Our Responsibilities

At Charles Campbell College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have an *Acceptable Use of Learning Technologies Policy* that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate 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 students when using digital technologies for educational purposes.
- Provide an in-school (in Network) 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 and reputation of our students, staff and the school.
- Know that some online activities are illegal and as such we are required to report this to the police.

- Provide parents/caregivers with a copy of this agreement.
- Support parents/caregivers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support and protect their child.

### 1.4: Behaviour and Learning Expectations

The Charles Campbell College *Student Learning Code* and *Student Behaviour Code* form the basis of the expectations that we have of our students as learners and their behaviour as members of the school community. These codes are published in the Student Planner and reproduced here, in this Learning Technology Package, to reaffirm the core values of Charles Campbell College.

*Our expectations of students as learners:*

Learning in all its forms is the fundamental purpose of our school. Charles Campbell College has a strong record of academic achievement. We have a clear set of expectations of our students as learners:

- Students will be organised.
- Students will cooperate with their teachers.
- Students will be engaged with their learning.

Students who are organised display the following type of behaviour:

- Attend all lessons.
- Are punctual.
- Arrive with all relevant materials and equipment.
- Are dressed appropriately for the lesson.
- Meet all deadlines.
- Use their Student Planner effectively: up to date, accurate, all details recorded etc.

Students who are cooperative display the following type of behaviour:

- Pay attention in class.
- Do not distract or disrupt the learning of other students.
- Follow instructions.
- Contribute positively to the lesson.
- Behave in a courteous manner.
- Are careful with all resources, facilities and equipment.
- Tidy the workspace at the end of lessons.

Students who are engaged display the following type of behaviour:

- Complete all set work, including homework.
- Work to achieve at their highest standard.
- Work to understand themselves as active learners.
- Discuss their work and learning needs with their teachers.
- Are actively involved in their learning program.

*Our expectations of students' behaviour as members of the school community.*

To ensure that all students and staff can work within a safe, supportive and productive environment, the school has a clear set of expectations of its students:

- Students will accept responsibility for their behaviour and the consequences that flow from that behaviour and, where appropriate, they will engage in restorative justice practices to redress the impact of their behaviour.
- Students will interact with their fellow students and the school staff in a positive manner.
- Students will behave according to the ethos and values of the school.

The Charles Campbell College Community actively promotes a school ethos whereby its students will:

- Pursue excellence, be confident in themselves and protect their own health.
- Care for and be honest in their dealing with others, understand and practise ethical behaviour and accept responsibility for their behaviour.
- Practise the principle of a 'fair go for all' and understand and commit to the freedoms and responsibilities we all enjoy as Australians; and support the process of reconciliation with Aboriginal and Torres Strait Islander people.
- Treat people with respect, and respect the diversity of identity, background and belief that characterises our society.
- Support their school, and play a positive role in both the school community and the wider community.
- Care for the natural environment, and understand the significant environmental challenges we face both here in Australia and on a global basis.

Students will behave in ways that:

- Reflect and strengthen the school's Learning Code.
- Promote the safety and well-being of all members of the school community.
- Reflect positively on the school's image and status in the community.
- Care for and not damage, degrade or compromise any school facility, service or equipment.
- Respect and not interfere with or damage other students' work, equipment or property.

### 1.5: Social Networking

Social media (sometimes referred to as social networking) are online services and tools used for publishing, sharing and discussing information. The list of social media types is extensive with new and innovative social media sites being developed almost every day. It is important to understand that social networking can occur in open and closed online communities. An open community on the web is visible to everyone worldwide. It is possible to have a closed community which restricts information and comments to a
Specific group of people. The following list is a guide to the types of social media at the time of developing this policy:

- Social networking sites are websites that allow you to create a personal profile about yourself and then chat and share information with others such as family and friends. For example: *Facebook, Edmodo, MySpace, LinkedIn, Yammer.*
- Video, audio and photo sharing websites are sites that allow you to upload and share videos, sounds and photos, which can be viewed and/or heard by web users the world over. For example: *Flickr, YouTube, iTunesU, Vimeo, SoundC/oud.*
- Blog, short for web log, is a kind of online diary where you regularly post about your life, your hobbies, business, news or other interests. It is a way of having your own space in the virtual world. For example: *WordPress, blogger, EduBlogs.*
- Microblogging Apps are websites that post microblog-like posts to announce what you are currently doing. For example: *Twitter, Yammer, Tumblr.* MP3 players).

- Location-based Apps, also known as *Geolocation,* are applications with the capability to detect and record where you and other people are located.
- Wikis are websites where users create, edit and share information about a particular subject or Topic. For example: *Wikipedia and Wikispaces.*
- Online gaming (sites) are games played over some form of computer network and are often based around a community of users. Some multiplayer video games are capable of supporting hundreds of thousands of players simultaneously and usually feature at least one persistent world. Examples of games include *Steam, Call of Duty (COD), World of Warcraft.*
- News aggregators provide a list of the latest news stories published by users from a range of Different web sites. For example: *Digg, Zite.*
- Ning is an online platform for people and organisations to create custom social networks around specific interests. *Ning* offers the ability to create an invited closed community website which can be customised to feature sets such as forums, blogs, photos and videos.
- Forums, message boards, online discussion sites allow you to hold conversations in the form of posted messages. Examples are *Whirlpool, Forumotion, Power Boards, Google Moderator.*

### 1.6: Games in Education

*"According to a recent paper by the Massachusetts Institute of Technology (MIT), games, when developed correctly and used appropriately, can engage players in learning that is specifically applicable to school curriculum-and teachers can leverage the learning in these games without disrupting the worlds of either 'play' or school."* (e-School News, 2009). Charles Campbell College teachers may, at times, incorporate games Into their teaching and learning program. In these situations, playing games during class time, in accordance with teacher direction, is permitted.

### 1.7: Security, Damage and Insurance

The use of technology, whether owned by Charles Campbell College or student-owned devices, entails personal responsibility for the user. Approved use of devices by users during the instructional day is restricted to education related purposes. It is expected that users will comply with Charles Campbell College's *Student Learning Code, Student Behaviour Code* and the **Acceptable Use of Learning Technologies Policy.**

Responsibility to keep privately owned devices secure rests with the individual owner. Charles Campbell College and its staff are not liable for any device stolen or damaged at school. If a device is stolen or damaged, it will be handled through administrative procedures in the same manner as other personal property that is impacted in similar situations.

Personal devices owned by students and teachers, are not covered by school or Government insurance policies for loss or damage incurred on site or during transport to and from our site. We encourage you to contact your household contents insurance company and arrange for your device to be covered under your personal policy.

### 1.8: Glossary of Terms

*Definition of Digital Technologies*

This *Learning Technologies Acceptable Use Agreement applies* to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- ICT equipment/devices, as mentioned in this document, includes but is not limited to:
    - Computers (such as desktops, laptops, iPads, netbooks, PDAs, BYOD devices) both school owned and student owned.
    - Storage devices (such as USB and flash memory devices, *CDs,* DVDs, floppy disks, iPods,

- Cameras (such as video and digital cameras and webcams).
- All types of mobile phones.
- Gaming consoles.
- Video and audio players/receivers (such as portable CD and DVD players).
- And any other, similar, technologies.
- Email and instant messaging.
- Internet and Intranet.
- Video and photo sharing websites (e.g. *Picasa, Youtube).*
- Blogs.
- Micro-blogs (e.g. *Twitter).*
- Forums, discussion boards and groups (e.g. *Google groups, Whirlpool).*
- Wikis (e.g. *Wikipedia).*
- Vodcasts and podcasts .
- Video conferences and web conferences.

*There are a number of important terms used in and/or related to this document:*

**'Children and students'** denotes all learners enrolled in DECD schools and preschools who are minors.

**'Parent'** used throughout this document refers to natural parents, legal guardians and caregivers.

**'ICTs'** in this document refers to 'information and communication technologies'.

**'Cyber-safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies- such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) -with the intention of harming another person. Examples include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

**'Digital footprints'** are traces left behind by someone's activity in a digital environment. These traces can be analysed by a network manager or the police.

**'Sexting'** is where a person takes a sexually-explicit digital photograph of him or herself or of someone else, and sends it as an MMS and SMS via a mobile phone. These images can then be posted on the Internet or forwarded electronically to other people. Once posted on the Internet these images can leave a permanent digital footprint and be accessed at any time in the future. It is illegal to take sexual photos or videos of children and young people.

**'Social networking'** sites offer people new and varied ways to communicate via the Internet, whether through their computer or mobile phone. These sites allow people to easily and simply create their own online page or profile and to construct and display an online network of contacts, often called 'friends'. Users are able to build a network of connections that they can display as a list of friends. These friends may be offline actual friends or acquaintances, or people they know or have 'met' only online, and with whom they have no other link. Social networking sites are not limited to messaging, communicating and displaying networks. Nearly all sites allow users to post photos, video and often music on their profiles and share them with others.

**'School and preschool ICT'** refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined in the *Definition of Digital Technologies.*

**'Inappropriate material'** in this document means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

**'E-crime'** occurs when computers or other electronic communication equipment/devices (eg Internet, iPads, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence. For examples of what constitutes an e-crime, please refer to the Cyber Bullying, E-crime and the Protection of Children parent brochure available from DECD (www.decd.sa.gov.au/docs/.../1/CyberBullyingECrimeandthe.pdf ).

**'Plagiarism'** is taking the ideas, images, writings or work of others and presenting them as if they were your own. It occurs when students copy and use the works of others, specifically including those they find on the Internet. All sources of information and media must be acknowledged.

**'Netiquette'** is Internet etiquette. Sometimes being anonymous on the Internet causes people to forget themselves in what is really a public place. Written work should not contain any inappropriate language or images. Users should be aware that it is not ethically acceptable or responsible to send email to someone and make it look like it came from another person's account. It is also inappropriate to log onto the Internet under someone else's username and pretend to be that person, or to look into other people's files without permission.

**'BYOD'** means Bring Your Own Device. Students in Senior School (Years 7, 8, 9, 10, 11 and 12) are encouraged to bring their own device (PC laptop or Apple MacBook) to school for use as a tool to support their learning.

# Section 2: Learning Technologies, Acceptable Use

### 2.1: Cyber-Safety

*Charles Campbell College will :*

- Reinforce the fact that the agreement is taken seriously and is part of the partnership between school and home.
- Do its best to enhance learning through the safe use of Learning Technologies. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on Learning Technologies equipment/devices at school or at school-related activities.
- Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world.
- Clearly describe strategies for personal safety and privacy (eg children and students must not give out identifying information online, use only their first name, and not share their home address, telephone number or any other personal information).
- Outline the expectation that Charles Campbell College students take increasing responsibility for their Own Actions by agreeing to use DECD Learning Technologies in a responsible manner, but with parents/caregivers acknowledging on the agreement the responsibility their student undertakes.
- Respond to any breaches in an appropriate manner.
- Include the potential consequences of unacceptable use, such as removal of access to Learning Technologies on site, suspension or exclusion from school or referral to the South Australian Police (SAPOL).
- Welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-Safety issues.

*Charles Campbell College student responsibilities include:*

- Reading this **Acceptable Use of Learning Technologies Policy** carefully.
- Following the cyber-safety strategies and instructions whenever using the school's Learning Technologies.

- Following the cyber-safety strategies whenever using privately owned Learning Technologies devices on the school site or at any school related activity, regardless of its location.
- Avoiding any involvement with material or activities that could put at risk their own safety, or the privacy, safety or security of the school or other members of the school community.
- Taking proper care of school Learning Technologies. Knowing that if they have been involved in the damage, loss or theft of Learning Technologies equipment/devices, they and/or their family may have responsibility for the cost of repairs or replacement.
- Keeping this document somewhere safe for future reference.
- Asking the relevant staff member when unsure about anything to do with this agreement.
- Reporting issues of concerns related to security or behaviour, including well-being, to a relevant staff member or responsible adult.
- Seek support where their own welfare, or where they become aware that the welfare of a peer, has been affected by others.

It must be noted that, if a student who is enrolled in a school, behaves online in a manner that threatens the wellbeing of a child, student, parent or member of the school community, even if this occurs off-site and/or out of school hours, the Principal has the authority under the Regulation pursuant to the *Education Act 1972 to* suspend or exclude a student from attendance at school.

If the Principal suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is committed on a mobile phone or other electronic device (e.g. a laptop or iPad), the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

### 2.2: Internet, Communications, Publishing and Portals

*The DECD ICT Security, Internet Access and Use Policy* and *DECD Electronic Mail and Use Policy* contain the following main provisions.

- At Charles Campbell College, students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and children may not access or distribute inappropriate material. This includes:

  o Distributing spam messages or chain letters.
  o Accessing or distributing malicious, offensive or harassing material, including jokes and images.
  o Bullying, harassing, defaming, discriminating against or giving offence to other people.
  o Spreading any form of malicious software (e.g. *Viruses, worms).*
  o Accessing files, information systems, communications, devices or resources without permission.
  o Using for personal financial gain.
  o Using non-approved file sharing technologies (eg *torrent).*
  o Using for non-educational related streaming of audio or video.
  o Using for religious or political lobbying.
  o Downloading, copying or sharing non-educational material.
  o Downloading and or playing games, other than those explicitly approved by a subject teacher. Refer to section 1.6 for exceptions.

### 2.2.1: Internet / World Wide Web / Email Access

Each student will be provided with a school email account via Learnlink, until the end of their senior year to be used for school related purposes only. Access to the Internet will enable students to use thousands of libraries and databases. Within contextual norms or standards, freedom of speech and access to Information will be honoured. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While

our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. In-school filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

### 2.2.2: User Identification and Passwords

*The DECD ICT Security, Internet Access and Use Policy* contains the following main provisions:

- To log on, students must use unique user identification (user-ID) that is protected by a secure password.
- Passwords must be kept confidential and not displayed or written down in any form.
- Passwords must not be words found in a dictionary, or based on anything somebody else could easily guess or obtain using person-related information.
- Passwords must not be included in log-on scripts or other automated log-on processes.
- Students must not disclose their personal passwords to any other person.
- Students will be accountable for any inappropriate actions (eg bullying, accessing or sending inappropriate material) undertaken by someone else using the student's personal user-ID.

### 2.2.3: Password Tips and Tricks

- Passwords are not for publication.
- Passwords should contain uppercase letters, lowercase letters and numbers.
- DO NOT use a common dictionary word.
- Use substitute numbers for letters in words. For example, "DEVIL" could become "D3VIL", "COFFEE" could become "COFF33".
- Try to think of a sentence or phrase and use the first letter of each word. For example, "my iPad is the best" could become "mip2itb".
- From here, substitute some letters for capitals, numbers or symbols. For example, "mip2itb" could become "M!p2!tB".
- Add something on the end relating to the use for the password. For example, an iTunes account password could be "M!p2!tBTun".
- This gives a really strong password with a rating of 93% (checked using [11]"The Password Meter" http://www.passwordmeter.com/).

### 2.2.4: Copyright and Plagiarism

*Students and Copyright ... what does this mean?*

According to the *Smartcopy* Website (http://www.smartcopying.edu.au/scw/go/pid/1016), a simple definition of copyright is that it is a range of rights in certain creative works (literary works, artistic works, musical works, computer programs, sound recordings, films and broadcasts), which can be used to stop others from copying the creative works without permission. At its most basic, copyright is simply the exclusive right to copy.

The rights are granted exclusively to the copyright owner to reproduce (copy, scan, print) and communicate (email, put on Internet) the material, and for some material, the right to perform or show the work to the public. Copyright owners can prevent others from reproducing or communicating their work without their permission. Only the copyright owner can licence or sell these rights to someone else.

The relationship between copyright and plagiarism can be tricky to understand. Plagiarism is a type of misconduct that, in some cases, may also give rise to copyright infringement. Plagiarism occurs where a

Student uses someone else's ideas or words in their work and pretends they are their own. If the student has used a lot of someone else's words without that person's permission, copyright infringement may also occur. Students are permitted to use copyright material, under the *Australian Copyright Act* provided they acknowledge the source of the material through established referencing guidelines (available on the SACE Website at www.sace.sa.edu.au).

Charles Campbell College is legally obliged to observe copyright laws according to the Australian *Copyright Act (1968)*.

### 2.2.5: Publishing

Technology provides an abundance of opportunities for users to utilise interactive tools and sites on public websites that benefit learning, communication, and social interaction. Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school. From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge, are legitimate and safe. As the site is "public" and the teacher, school, and DECD are not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site.

### 2.2.6: Student Use of Social Media and Interactive Web 2.0 and 3.0 Tools

It is important to understand that Social Media platforms are dynamic and terms of use and licensing may change without notice. Online communication is critical to students learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression.

Student safety and care are the primary responsibility of teachers. Therefore, teachers need to ensure the use of Web interactive tools follows all established Internet safety guidelines. Examples of the Social networks and tools that students might use are listed in section 1.5 of this document.

The use of online document generators (eg *Google* Docs), CCC Moodie, blogs, podcasts or other web 2.0 and 3.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 and 3.0 tools. This includes-but is not limited to-profanity, racist, sexist, or discriminatory remarks. It is important that:

- Students using these tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet. Students should report such instances to their teacher or a responsible adult.
- Any personal blog a student creates must follow these blogging guidelines and the *DECD Social Media Guidelines.*
- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

### 2.2.7: Portals

At CCC, we provide a number of online points of access to school facilities via Portals that can also be used from offsite locations. These include, but are not limited to areas such as storage drives, the Learner Management System, CCC Moodle and a range of other teaching and learning tools. Users are encouraged to read the Security Information on Portal Login Screens:

- When given choice, **always** select the radio button, "This is a private computer". Doing so acknowledges the user's understanding that the computer complies with the CCC Security Policy.
- The terms of the *Acceptable Use of Learning Technologies Policy* apply when using these Portals offsite.

Students will also have access to the DECD Portal. They are expected to accept and abide by the DECD User Agreement displayed on first login to the DECD Portal.

### 2.2.8: Behaviour and Learning Expectations and Consequences

Content of this policy applies to student-owned and school-owned devices. A student-owned mobile device is a non-school supplied device used while at school or during school-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.

To access networked resources/equipment, all students and parents must sign and return the attached form. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Giving personal information, such as complete name, phone number, address or identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others.
- Damaging or modifying computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources (including SPAM email).
- Employing the network for commercial purposes, financial gain, or fraud.

Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. mobile phone, laptop, tablet, etc.) to record media of any type, or take photos during school, unless they have permission from both a staff member and those whom they are recording.

Violations of the above standards may result in the following consequences, depending upon the violation:

- Discussion about incident with student(s) involved.
- Paying for excessive printing.
- Printer lockout.
- Internet lockout.
- Email lockout.
- Network (Computer) lockout.
- Completion of work without the assistance of the computer/device.
- Assuming financial responsibility for the repair, replacement or 'making right' of damage caused by the misuse of Charles Campbell College property.
- Suspension from Learning Technologies activities.
- Suspension from school.
- Other disciplinary or legal action including the involvement of SAPOL.

### 2.3: Devices

#### 2.3.1: School-owned

In the event of a school-owned device being lost or stolen while in the care of the student, this must be reported as soon as possible to the Police. On reporting to the Police, the student or parent is required to obtain an official Police Report number which needs to be attached to the *CCC Learning Technologies Incident Report Form* available for download from the school website.

#### 2.3.2: BYOD (any device other than that required for Years 7-12)

Like other personally owned items (e.g. musical instruments, calculators etc) that are brought to school, CCC is not responsible for loss or theft of these items. With all personally owned items, CCC will do its best to remind students to properly take care of and manage their items.

#### 2.3.3: Middle School Mobile Learning Program (iPads)

A standard Apple 12 Month Warranty covers the iPad, for any manufacturing problems. IPads purchased via our supplier are covered by the Apple Care Protection Plan for a total of 2 years (if that option was selected). We encourage you to contact your Home Insurance provider to ensure that the iPad is covered at home, in transit to and from school and at school. CCC will accept no responsibility for student-owned IPads lost, stolen or damaged on site.

Please note, any student-owned device, including iPads and laptops, must be brought to school fully charged and ready for use every day. CCC will not provide charging facilities for student-owned devices on site.

Students are expected to set up the *Find My Device* option provided by Apple. This can be done by visiting the Apple Website http://www.apple.com/au/icloud/features/find-my-iphone.html

### . 2.4: Software

Software installed on any device must be licensed for use on that device. Students are responsible for the licensing of any software they install themselves. They must be mindful of Software Piracy and the consequences of using illegal software. Charles Campbell College is not authorised to distribute Microsoft Products for student use or any other 3rd party software that needs licensing.

#### 2.4.1: School-owned and licensed software

Any software installed on a school-owned computer remains the property of DECD and the school, whether the device is accessed on site or is off site and in the care of a student. Students are not permitted to install or run any software, including mobile software or games, on school-owned devices without the express permission of the Network Administrator.

#### 2.4.2: BYOD personal software (legal/piracy)

It is an expectation that devices owned by students and brought to school; comply with the appropriate, legal operating system and software licensing requirements.

#### 2.4.3: iPad Apps

It is an expectation that Apps installed on student-owned iPads have been purchased with a single student or family owned Apple ID and iTunes account. Using more than one iTunes account on an iPad is Discouraged. Apps installed by the school on a school-owned iPad remain the property of DECD and the school.

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### 2.4.4: Games

The use of games within the teaching and learning program is at the discretion of the teacher. Students are not permitted to play games without teacher permission. This applies to games installed on both school-owned and student-owned devices. Refer section 1.6 of this document for clarification.

If Middle School students are caught playing with games on an iPad at inappropriate times in class, then the teacher will delete the game from the iPad. The student will be able to re-synchronise the game to the iPad at home. However, if caught playing games in class again, this will be seen as a breach of the ***Acceptable Use of Learning Technologies Policy.*** In this circumstance, student access to the network will be revoked for a period of time and parents or care givers of the student will be contacted and asked to work with us to support their son and daughter to rectify the issue.

### 2.4.5: Online (cloud-based, virtual environments, Web 2.0 & 3.0)

It is an expectation that Charles Campbell College students abide by the school's behaviour and learning codes, netiquette and follow all established Internet safety guidelines when accessing online software and tools as part of their learning. Please refer to section 2.2.6 of this document for an explanation regarding the use of social media and interactive Web 2.0 and 3.0 tools.

### 2.5: Data Backup

It is the student's responsibility to ensure their data is regularly backed up. The method for backing up data is dependent on the device.

- Data created on a school-owned device should be saved to the student's Home Drive and backed up to a USB drive or portable Hard Disk.
- Data created on an iPad should be backed up by synchronising the iPad to iTunes on a computer at home OR by synchronising data to an iCloud space (available to students with an active Apple ID).
- Data created on a student-owned laptop should be backed up (by saving) to the student's Home Drive at school as well as backing it up to a portable device such as a USB or portable Hard Disk.

### 2.6: Security, Damage and Insurance

*Student Supervision and Security:*

CCC does provide content filtering controls for student access to the Internet using CCC's network as well as reasonable adult supervision. However at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students.

- Students are to report the occurrence to their teacher or the nearest supervisor.
- Students will be held accountable for any deliberate attempt to circumvent CCC technology security and supervision.
- Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

# Section 3: Closing Statement

Social media and the use of this as a tool in teaching and learning is continuously evolving. There will be ongoing development to DECD guidelines and the *Social Media Policy* as they are living documents. All site users of Social Networking are bound to observe the rights and responsibilities, as outlined in the Charles Campbell College *Acceptable Use of Learning Technologies Policy.* Charles Campbell College reserves the right to add and amend to this policy as learning technology develops and changes, including unintended consequences of such changes.

This agreement remains valid and in place for the duration of the student's enrolment at Charles Campbell College or until it is reviewed or revoked by the school.

**References:**

Smart Copying Website: http://www.smartcopying.edu.au/scw/go/pid/1016

e-School News: http://www.eschoolnews.com/2009/12/09/can-gaming-change-education/

Department for Education and Childhood Development- Victoria
Acceptable Use Agreement template for Secondary Schools (Word - 1.6Mb)

**DECD Policy Documents**

Acceptable Use Policies for Schools, Preschools and Children's Services Sites
http://www.decs.sa.gov.au/docs/documents/1/DecsStandardAcceptableUse.pdf

Cyber Bullying, E-crime and the Protection of Children
http://www.decs.sa.gov.au/docs/documents/1/CyberBullyingECrimeProtec.pdf

Cyber-Safety- Keeping Children Safe in a Connected World: Guidelines for Schools and Pre-schools
Cyber-safety: Keeping Children Safe in a Connected World (PDF 1.15MB)

Electronic Mail and Use Policy
· http://www.decs.sa.gov.au/docs/documents/1/DecsPolicyEmaiiAccessandU.pdf

Internet Access and Use Policy
http://www.decs.sa.gov.au/docs/documents/1/DecsPolicyInternetAccessa.pdf

Social Media Policy http://www.decd.sa
.gov.au/docs/documents/1/DecdSociaiMedia.pdf

A number of existing Learning Technologies Policy Documents from other schools were reviewed during the development of this document. Where possible, links to these documents have been provided. However, in some cases paper versions were accessed meaning that online links to these documents are unavailable. It Is important to acknowledge the contribution that these documents have made to the development of the Charles Campbell College *Acceptable Use of Learning Technologies Policy* document and they are listed here for your reference.

- Seaford 6-12 School
  - o Learning Technologies Package (2009)
  - o Learning Technologies Macbook Package- Take Home (2011)
- Dawson Springs Independent School District BYOD Policy documentation
- Oak-Land Junior High School 2011-2012 Acceptable Use Agreement

# Section 4: Learning Technologies User Rights and Responsibilities

Learning technology resources are important tools for all members of the learning community. They serve to facilitate curriculum related information gathering and communication within the Charles Campbell College learning community. Charles Campbell College email accounts are provided for use in curriculum related activities and communication with learning advisors. The smooth and reliable operation of the school network relies on the proper conduct of all users who are expected to adhere to the following agreement.

I understand that:
- To gain access to any learning technologies on the school grounds, my parents/caregivers and I are required to have signed my *Learning Technologies User Rights and* **Responsibilities** *Agreement Form* and the completed form has to be returned to my Home Group teacher.
- I have my own username and will log on using only that username. I will not allow anyone else to use my name.
- I will keep my password private.
- The school will monitor traffic and material sent and received using the school's ICT network. The school will use filtering and/or monitoring software to restrict access to certain sites and data, including email.
- The school will monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
- If I do not follow cyber safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved ore-crime is suspected, it may be necessary for the school to inform the South Australian Police (SAPOL) and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs offsite and/or out of school hours.
- I will not knowingly introduce a virus or malware.

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours- even if it is meant as a joke).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords, email address and images of myself and/or people close to me.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- If I accidentally access inappropriate material, I will:
  - o Not show others
  - o Turn off the screen or minimise the window
  - o Report the incident to a teacher immediately
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am:
  - o Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult
  - o Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details (e.g. age)

- I will comply with copyright laws by ensuring that I download or copy files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. If I infringe the *Copyright Act 1968,* I may be personally liable under this law. This includes downloading such files as music, video, games and programs.
  - Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- Not intentionally disrupting the smooth running of any components of the Unley High SchooiiCT System.
- Not attempting to hack or gain unauthorised access to any system.
- Not bringing to school, downloading, copying or installing unauthorised programs, including games or age-inappropriate material.
- I will report any issues to, and seek help from my teacher or a responsible adult

In addition, when I use my personal mobile device, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- Not using my personal device to bypass the school's system.

I understand and agree to the conditions of use for school-owned devices, including equipment ownership:

- If taken home, the student must bring portable devices fully-charged to school every day.
- The device must be transported at all times using the supplied protective bag or case.
- I will take all reasonable precautions to ensure that my device is not lost or damaged.
- The school retains ownership of the device.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves the school the device must be returned to the school.

I understand and agree to the consequences for damage or loss of school-owned devices:

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the police report provided to the school.
- In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- Students may be required to replace lost or damaged chargers.

- If a device is damaged or lost, the Principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

When using school-owned or personal devices, I understand that I am responsible for:

- Adhering to the school's *Acceptable Use of Learning Technologies Policy* and that my personally-owned devices, such as laptops, mobile phones, iPads, USB/portable drives I bring to school or use for a school-related activity are also covered by this policy. Any images or material on such equipment/devices must be appropriate to the school environment.
- Backing up data securely (refer section 2.5 of the *Acceptable Use of Learning Technologies Policy).*
- Maintaining settings for virus protection, spam and filtering that have been set by the school on the device.

I understand that bringing my own device (BYOD) to school is a privilege and that my device is required to meet a set of specific technical criteria. This includes ensuring the software installed on my computer is legitimate and that it is up-to-date, and has CCC-standard virus protection. Before using my personal device on the school site, I acknowledge that I need to make an appointment with the school's IT Department so that my device can be confirmed as compliant and authenticated to the school's network. I also acknowledge and agree that:

- I take full responsibility for my personal device at all times. Charles Campbell College is not responsible for the security of the device (refer section 1.7).
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during the instructional day.
- During instructional time, the device may only be used to access Internet resources which are relevant to classroom curriculum. Non-instructional games are not permitted.
- I must comply with teachers' instructions regarding use of devices in their classroom.
- The school's network filters will be applied to my Internet access and these must not be circumvented.
- The school may collect and examine any device at any time for the purpose of confirming the terms of this agreement including investigating student discipline issues.
- Access to electrical power at school for the charging of personal devices is unavailable. Device batteries must be fully charged prior to bringing devices to school.

# Acceptable Use of Learning Technologies Policy

## AGREEMENT FORM

It is a Department of Education and Child Development (DECD) requirement that all students and their caregivers sign the *Acceptable Use of Learning Technologies Policy* before the student is permitted to access learning technologies on any Departmental School site. Once signed and returned to school, the document is filed in the student's records and acknowledged in the school's database. This agreement then remains valid and in place for the duration of the student's enrolment at Charles Campbell College or until it is reviewed or revoked by the school.

I have read and understood the *Acceptable Use of Learning Technologies Policy* and understand the *Learning Technologies User Rights and Responsibilities* within.

I understand and accept the responsibilities outlined in this document.

I understand that this agreement remains valid and in place for the duration of my child's enrolment at Charles Campbell College or until it is reviewed or revoked by the school.

Student Name: _____   Student's Home Group: _____

Student Signature: _____   Date: _____

Name of parent/caregiver/legal guardian: _____

Signature of parent/caregiver/legal guardian _____

Date: _____

Please complete this page and return to your child's Home Group teacher. We encourage

you to retain the policy document for your reference during your

Child's enrolment at Charles Campbell College