NURIOOTPA PRIMARY SCHOOL

15 Buna Tce.
Nuriootpa SA 5355
P: 8562 1040 | F: 8562 1958 | W: www.nurips.sa.edu.au
E: dl.0318.info@schools.sa.edu.au

RESPECT | RESPONSIBILITY | ACHIEVEMENT | PERSISTENCE

KEY INTO EXCELLENCE

Years 3 - 6

Dear Parent / Caregivers,

Nuriootpa PS promotes the use of information and communication technology (ICT) to enhance teaching and learning and we are focussed on providing access to appropriate technology which supports students to reach their learning potential and connect locally and globally.

Across Years 3 – 6, every student is provided with a SurfaceGo device. Each student will be able to 'borrow' a laptop out from the library for the duration of the school year and will be expected to take responsibility for this computer as though it were their own BYOD device (bring your own device). **However, in this case the device will remain at school at all times.**

We would like to be able to issue these devices out ready for learning on Monday. In order to do so could you please read the attached ICT Use Guidelines and Agreement through with your child, sign and return the tear off slip.

Please return to classroom teacher no later than Friday 2nd February.

Best,

Vicky Ireland

Principal

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Department for Education

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ICT Use Guidelines & Agreement

Responsible Use

1. I will not use school ICT equipment until my parents/caregiver and I have read these **ICT Use Guidelines** and signed and returned the **Agreement** slip.

2. I will use devices **only for my learning.**

3. I will access the internet, and specific sites, when a teacher/SSO gives permission and if I am unsure about whether I am allowed to do something involving ICT I will ask the teacher first.

4. I will use the internet, email, mobile phones or any ICT equipment for positive purposes – not to be mean, rude or offensive. I will not use ICT to bully, harass or harm anyone nor bring the school into disrepute.

5. I will only connect any ICT device or run any software with written permission from a teacher. ***This includes any Bluetooth /wireless devices.** Similarly**,** I will not download or copy any files such as programs, music, videos or games without the permission of a staff member.

6. I will report any attempt to get around / bypass ICT security controls that are in place at the school.

7. If I find anything that is not acceptable at our school I will:

   Not show others
   Close the computer
   Report to a teacher / SSO

8. I am aware that if I do not follow safe ICT practices the school may inform parents / caregivers and take disciplinary action as outlined above. In more serious cases, such as incidences as cyber safety, it may be necessary to inform the police.

Care of Equipment

9. I will charge my device at the end of each day, using the charging trolley in my classroom (Years 3 – 6)

10. I will use the laptop with care :

   Not bang on keys   Not throw devices
   Not excessively push or tap screens   Carry safely
   Not decorate/personalise the devices (background remains, no stickers etc.)

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11. I will report any accidental damage to the
teacher/SSO immediately and am aware that I will be held responsible for intentional damage, which may result in behaviour consequences and financial compensation requirements.

12. I will always know where my device is – it should remain in your learning area, or in the charging trolley. **Devices are not to be taken outside at recess or lunch**

Personal Safety

13. I will only use my own device and will never share my log-in details with another student

14. I will stay safe online. I will not put any personal identifying information online, including any of the following:

full name   e-mail address   photos of myself and/or people close to me
address   phone numbers

Process for inappropriate use of ICT digital devices

Step 1 Warning(s) and reminder(s) of appropriate use of ICT and student commitment to Agreement

Step 2 Removal of device for a duration of time. At teachers' discretion. Teacher to notify home.

Step 3 Device removed from student and usual behaviour development process followed – refocus, suspension, parent contact etc.

Inappropriate Internet Use

Internet use is monitored by the DfE Swift management process which alerts staff to inappropriate and concerning internet searches.

The response to these alerts is sometimes in relation to student wellbeing and sometimes require behaviour development processes to be put in place. Steps for intentional inappropriate internet use are as follows:

Step 1 Warning and conversation with classroom teacher

Step 2 Removal of device for a duration of time. At teachers' discretion. Teacher to notify home.

Step 3 Device removed from student and usual behaviour development process followed – refocus, suspension, parent contact etc.

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ICT Use Guidelines & Agreement

Reply Slip:

Parent

☐ I have read and understand the ICT Use Guidelines.

☐ I understand my child's responsibility regarding responsible use of ICT.

☐ I have read and understand the student use of Mobile phones and personal devices policy

☐ I will support the school with the safe and responsible use of ICT

Parent Name: ……………………………………….. **Signature**: …………………………………………..

Student

☐ I have read and understand the ICT Use Guidelines.

☐ I understand my responsibility regarding responsible use of ICT.

☐ I have read and understand the student use of Mobile phones and personal devices policy

Student Name: ………………………………………. **Signature**: …………………………………………..

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