



## DOCUMENTATION COVER SHEET YEARS 5-6

Dear Parents/ Caregivers,

Please find enclosed your ICT Information Pack. It contains important information about your child's acceptable usage of online services as well as the acceptable usage of all IT equipment accessed by your child whilst at school.

Please read all of the documentation carefully and return all signed documentation together with this cover sheet indicating documents signed and returned.

The iPad Parent Information which contains all the information regarding the iPad policy is available on the school website <http://www.inglewood.wa.edu.au/index.php/our-school/policies/> and on Inglewood Primary School Community on Connect in the library. Students and parents should be familiar with this document before signing the iPromise.

We appreciate your assistance with this.

<b>DOCUMENT</b>	<b>SIGNED</b> <i>Please tick</i> <input checked="" type="checkbox"/>	<b>RETURNED</b> <i>Please tick</i> <input checked="" type="checkbox"/>
<b>1. ONLINE SERVICES ACCOUNT AND ACCEPTABLE USAGE AGREEMENT COVER LETTER (PRIMARY STUDENTS YEARS 3-6)</b>	<b>N/A</b>	<b>N/A</b>
<b>2. PERMISSION FOR STUDENTS TO HAVE AN ONLINE ACCOUNT</b>		
<b>3. ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 3-6)</b>		
<b>YEAR 4-6 BYOD IPAD PROGRAM ONLY</b>		
<b>4. iPROMISE</b>		

Yours sincerely,

Kate Hingston  
Deputy Principal

3 February 2020



## **DOCUMENT 1: COVER LETTER**

### **ONLINE SERVICES ACCOUNT AND ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 3-6)**

Dear parent / carer

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child using these online services, please complete the permission slip attached to this letter and have your child sign the Acceptable Usage Agreement form. Please go through and explain all of the dot points in the Acceptable Usage Agreement to ensure that your child understands the content before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the [Freedom of Information Act 1992](#).

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Yours sincerely

Kate Hingston  
Deputy Principal

3 February 2020





## **DOCUMENT 3: ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 3-6)**

**If you use the online services of the Department of Education you must agree to the following rules:**

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my password.
- I will not let others logon and/ or use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
- If I use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- I will obtain permission from the copyright owner for the use of their works if I included them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.

**I understand that**

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- I may be held liable for offences committed using online services.

**Consequences if the agreement is broken:**

- loss of privileges for 1 week (stage 1), 3 weeks (stage 2) or for a length of time determined by the teacher and school administration with a minimum of 30 days and a maximum of 6 weeks (stage 3);
- parents will be informed about the breach;
- parents will meet with teachers to discuss the breach and consequences thereof.

I agree to abide by the Acceptable Usage Agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

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

Office use only: Date processed:     /     /

Processed by (initials):

**Note:** This Agreement will be filed by the teacher and a copy provided to the student.



## Student Agreement for Using a Personal iPad at Inglewood Primary School

### The iPromise

#### iPromise to

- take good care of my iPad;
- only use my iPad with my teacher's permission;
- use my iPad purely for educational purposes as instructed by my teacher;
- follow the **Inglewood Primary School iPad Code of Conduct**;
- use my iPad's camera and audio recorder only when I have my teacher's permission;
- understand that my iPad is subject to inspection at any time;
- connect to Apple Classroom in all classes in which they are using their iPad;
- charge my iPad every night and bring it to school each day;
- abide by the **iPromise Details** (that form part of this agreement).

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

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

I understand and support the **iPromise** made by my child. I am aware of my responsibilities in relation to maintenance and care of the iPad. I have read and understand the **iPromise – details**, supplied with this agreement.

Parent/Carer Name: (please print): \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_



## iPromise – details

### (What it means for Teachers, Students and Parents)

Teachers will:

- ensure that students in their class have been given permission by administration before they access their iPad at school;
- supervise students when using iPads;
- monitor student use of apps;
- communicate with parents to show how the iPads are integrated into teaching and learning;
- inform parents of any misuse of the iPad.
- Use Apple Classroom to monitor students iPad activity during class.

#### Students will:

- be responsible for their own iPad;
- ask permission before accessing their iPad;
- ensure their iPad is charged for the start of each school day;
- leave their iPad charger at home to recharge their iPad each night;
- store and always transport their iPad in a suitable case;
- leave their iPad in the classroom at all times until the end of the school day;
- ensure that their security codes are kept private from other students;
- show care and respect for their iPads and those of others;
- notify the teacher if the iPad is broken or fails to work properly;
- only use their iPad under adult supervision;
- ensure that my iPad is kept in my bag before and after school and is not used during these times;
- exercise responsible behaviour when using the iPad;
- respect the copyright of the images and other media that I access;
- use recommended personal headphones with their iPad;
- connect to Apple Classroom in all classes in which they use their iPad;
- honour the iPromise.

#### Parents will:

- be responsible for maintaining the iPad;
- be aware of how their child is using the iPad at home;
- talk to their children about how to safely and effectively use the internet;
- support the school in their delivery of consequences for inappropriate use of the iPad at school;
- update and install apps as required;
- be responsible for insuring their child's iPad (School insurance will not cover personal student iPads);
- contact their insurance company if the iPad is damaged or stolen at school;
- be responsible for any damage or loss of their child's iPad.

#### **Online Services Users will NOT:**

- Access apps which are not relevant to education/ classroom topics.
- Play games using the iPad (unless under the teacher's instruction).
- Allow other students to use their personal iPad including access to online programs.

#### **What Happens if the iPromise is Broken**

- loss of iPad privileges for a length of time determined by the teacher and school administration.
- parents will be informed about the breach;
- parents will meet with teachers to discuss the breach and consequences thereof.