

WAGIN DISTRICT HIGH SCHOOL



ELECTRONIC DEVICES and STUDENTS ONLINE

Covering all ICT equipment, including mobile phones, programs, apps and online content that may be used.

Background

Wagin District High School (WDHS) is committed to making significant improvements to the level of technology integrated into the curriculum across the school. Students need to be provided opportunities to engage with a variety of learning tools in a safe and supported environment. The purchase and use of electronic devices came about from being part of the Improving Literacy and Numeracy National Partnership Program (ILNPP) and being a 1:1 Macbook school. The intention is to use devices across the school including iPads and notebooks. To support this WDHS has:

1. Invested in network infrastructure to adequately support a large number of mobile/wireless devices;
2. Invested in ICT tools for use by class teachers such as IWB (Interactive White Boards) to ensure teachers were able to present content/curriculum in a digital format;
3. Increased the number of mobile devices available for students including Notebooks and iPads.

The use of innovative technologies such as iPads, and Smart Phones are now required as critical for students as members of our society and as future employees. The use of ICT devices through use of apps for learning, specific programs and online resources will benefit students in many ways including: using Safari for web browsing, Camera to record students, Maps through Google Maps to find places in the world, YouTube to see online videos, Mail to access emails, Photos to make slideshows, as a digital media player, Notes for word processing and Calendar to use as a daily timetable. Families wishing to supply their child an electronic device for learning may be required to purchase specific apps or programs. School managed devices will have apps or programs added by the school administration only.

Purpose

ICT is to be provided and used as a tool to assist student learning.

Online Services

Wagin District High School recognises the importance of maintaining cybersafe classrooms. The internet offers enormous potential benefits for learning and teaching and socialising. Web technologies offer great opportunities for students and teachers to contribute to the web, this can include: blogs and personal spaces such as MySpace and Facebook. When we publish or share work with digital technologies we need to consider who sees it. The wireless capacity of 1- to-1 devices such as the iPad will enable students to access the internet for information and research and to connect with their peers for communication and collaboration. With this increased capacity to connect comes an increased need for students to understand the ethical and legal (including privacy and copyright) considerations for safe and responsible behaviour online.

Teachers are strongly encouraged to familiarise themselves with the resources available at this site <http://www.det.wa.edu.au/education/cmis/eval/curriculum/ict/cyberbullying/> and to highlight safe and responsible use of the internet as a regular part of their learning and teaching program.

Wagin District High School will consider the Me We See model when considering cybersafe classrooms. This is a simple description of the spaces that we can work in.

- Me is a personal, private space, only you can see such as on your iPad.
- We is a community space that is secure; you know the members and you have an identity known to others. We spaces include the Ultranet or SPS school intranets.
- See is a space that will give you a world-wide audience and includes spaces such as websites and YouTube.

Definitions

App: Short for application is a program which can be downloaded onto the iPad via the iTunes store – located on the iPad or computer – either by syncing or with wireless networks. There are also web apps which can be accessed through Safari, the web browser on the iPad.

Sync or Syncing : Syncing (short for synchronisation) is the process by which data is moved from a computer to an iPad. iPad Syncing is employed when users want to add or remove content - songs, albums, movies, TV shows, podcasts, etc. - to their iPads. It is used to synchronize (thus the term sync) the contents of the iTunes library on the computer and the iPad library on the device. Syncing is performed by connecting the iPad to the computer using the iPad cable. Syncing is usually automatically initiated when the iPad is connected.

Links with PBS

It is expected that teaching staff will explicitly teach students the expectations of using ICT across the school according to our whole school ICT Behaviours Expectations:

ENGAGED	MANNERS	UNDERSTANDING	STRIVE
<ul style="list-style-type: none">• Use IT equipment appropriately• Shut down and store IT equipment correctly	<ul style="list-style-type: none">• Keep food and drinks away from the IT equipment• Respect IT equipment and report breakages• Treat others respectfully while online• Screen down when asked• Wash hands before using IT equipment	<ul style="list-style-type: none">• Share equipment• Be patient• Access appropriate websites• Close laptops when walking	<ul style="list-style-type: none">• Games and music only when allowed

Expectations

- Students to follow the Electronic Devices and students online policy
- Students and Staff to follow the EMUS Matrix for ICT
- Teachers will plan and deliver engaging lessons incorporating ICT when and where possible
- Students will follow teacher instructions when using ICT
- Students will only use earphones/earbuds when directed by a teacher in class
- Music may only be listened to at recess/lunch time- earphones/earbuds should be used but MUST be out of sight at all other times
- Students will not contact each other or family and friends during class time unless they have permission from a teacher
- Parents should only contact students during designated break times

WAGIN DISTRICT HIGH SCHOOL ELECTRONIC DEVICES POLICY GUIDELINES

ACCESS AND SECURITY

Principal must:

Monitor what apps, programs, devices are purchased and the purpose of them for student learning.

Tailor disciplinary action to meet specific concerns when students breach the agreement.

Inform students of the consequences should they breach their charter.

Promptly address the misuse or destruction of any ICT device.

Coordinators must:

Be the only staff members (admin exempt) to **sync** any iPad device at any time (unless specific permission is granted).

Be the only staff members (admin exempt) to **download or purchase apps** for use for students or staff at any time through iTunes (unless specific permission is granted).

Be the only staff members to **change security settings** on any ICT devices at any time (unless specific permission is granted).

Purchase relevant apps or programs for students use after approval from Principal.

Teachers must:

Be aware of their responsibilities for supervising student use of ICT devices.

Provide appropriate supervision for students using ICT devices at school.

Receive an Electronic User Charter signed by the student (Years 4-10) or by the parent (K-3) before granting students access ICT.

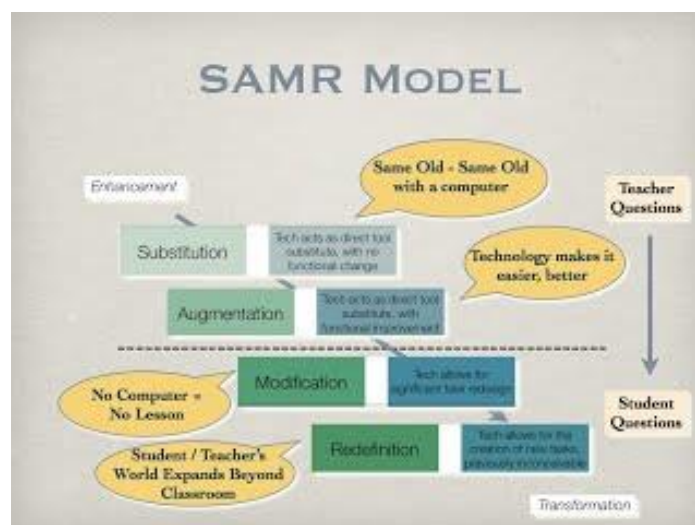
Tailor disciplinary action to meet the specific concerns when students breach the charter.

Inform students of the consequences (e.g. withdrawal of iPads use) should they breach their charter.

Report any damage to any ICT device to the Coordinators immediately.

Consider the We See Me model for online spaces and communities.

Work from the SAMR model to assist with digital technology integration into the classroom.



WAGIN DISTRICT HIGH SCHOOL

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Electronic Devices Usage Code of Conduct

Dear Parents/Guardians,

I am writing to seek approval for your child to use Apple iPads, Windows Pro or Notebooks as a 1-to-1 learning device. The focus of the program at Wagin DHS is to provide tools and resources to the 21st Century Learner and improve literacy learning.

These devices are at the forefront of digital technology and coupled with their use in education make them a valuable tool for teaching and learning in this rapidly changing world. This includes the use of approved 'apps' to enhance and complement student learning such as eBooks, spelling and phonics games, developing questioning skills and recording reading.

If you agree to your child using electronic devices please complete the *Electronic User Charter*. You will also need to ensure that your child reads or understands the *Electronic User Charter*. This charter will need to be signed by parents and guardians of children in Kindergarten to Year 3. Students in years 4-10 will need to read and sign the agreement themselves as well as a parent/guardian. The signed document will need to be returned to the school before your child can access any ICT learning devices.

Yours Sincerely,

Cassandra Harris-Moroney
Principal



WAGIN DISTRICT HIGH SCHOOL
 ICT User Charter
 Students K-3

ICT Usage:

My child agrees to follow the rules set out below when using ICT at school:

- I will ask the teacher before I use ICT
- I will tell the teacher if I see something that makes me uncomfortable
- I will take care of all the equipment
- I will not change the iPad or Computer settings
- I will not intentionally download or remove any apps or programs

ENGAGED	MANNERS	UNDERSTANDING	STRIVE
<ul style="list-style-type: none"> • Use IT equipment appropriately • Shut down and store IT equipment correctly 	<ul style="list-style-type: none"> • Keep food and drinks away from the IT equipment • Respect IT equipment and report breakages • Treat others respectfully while online • Screen down when asked • Wash hands before using IT equipment 	<ul style="list-style-type: none"> • Share equipment • Be patient • Access appropriate websites • Close laptops when walking 	<ul style="list-style-type: none"> • Games and music only when allowed

I understand if I break the rules:

- I may not be allowed to use ICT
- The police may be contacted

I agree for my child to abide by the ICT User Charter. I understand that if my child breaks any of the rules stated above it may result in disciplinary action determined by the principal in accordance with the Department's Behaviour Management in School's Policy.
Name of Student:
Parent Signature:
Date:



WAGIN DISTRICT HIGH SCHOOL

ICT User Charter

Students 4-10

ICT Usage

I agree to follow the rules set out below when using ICT at school:

- I will ask the teacher before I use ICT
- I will follow all of the teacher's instructions when using ICT
- I will not give out my password to other people
- I will not let other people log on to my account
- I will tell the teacher if I think someone is using my account
- I am responsible for anything that happens when my account is used
- I will tell the teacher if I see something that makes me feel uncomfortable
- I will only use work from the Internet if I have asked the teacher
- I will not access sites that I have been told not to access (eg YouTube, facebook, MySpace etc) unless the teacher gives permission
- If I download pictures or work I will state the source
- I will not give out my name, phone number, address, name of the school or photographs without checking with my teacher
- I will take care with all of the equipment
- I will not change the iPad, Macbook or Computer settings
- I will not use ICT to be mean, rude or unkind to other people
- I will ensure any email I send or work that I publish is polite, carefully written and well presented
- I will only use earphones/earbuds when directed by a teacher in class
- I will listen to Music only at recess/lunch time (earphones/earbuds should be used) and will put my earphones/ear buds out of sight at all other times
- I will not contact other students or family and friends during class time unless I have permission from a teacher

I understand if I break the rules:

- I will be held responsible for any breaches caused by myself or another person using my account
- I may not be allowed to use ICT
- The police may be contacted and I may be held legally liable for any offences committed

I agree for my child to abide by the ICT User Charter.

I understand that if I break any of the rules stated above it may result in disciplinary action determined by the principal in accordance with the Department's Behaviour Management in School's Policy.

Name & Signature of Student: _____

Date: _____

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Permission to publish Images of students and students' work

Dear Parent/Guardian,

Your permission is sought for the school to publish video or photographic images and/or samples of your child's work taken during school activities.

If you give permission, the school may publish the images internally on Department of Education intranet sites, in online and hard copy school newsletters, Department of Education public Internet websites, school annual magazines and local newspapers. If published externally to an open website or publication, third parties would be able to view the photographs and work.

By signing the attached consent form you agree to the following:

- The school will only publish the first name of the student. Family names will not be revealed.
- The images or work samples would be used for the purpose of educating students, promoting the school, or promoting public education.
- The images or work samples may be reproduced as many times as required for these purposes.

Any video or photograph captured by the school will be kept for no longer than is necessary and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, the Department of Education cannot guarantee that your child will not be able to be identified from the video, photograph or work sample.

Please complete the consent form below and return it to the school. This consent, if signed, will remain effective until such time as you advise the school otherwise.

Cassandra Harris-Moroney
Principal
Wagin District High School

CONSENT FORM

I agree/disagree (please select) to the school capturing images of my child during school activities for use in educating students, promoting the school and promoting public education. I also agree to the publication (electronic and/or print) of images and/or samples of my child's work in a range of ways including, but not limited to, websites, intranet sites, school newsletters (print and online), magazines and the electronic and print external media subject to the conditions set out above.

I will notify the school in writing if I wish to withdraw this consent.

Name of student: _____ Form / Class: _____

Signature of parent/guardian: _____ Date: _____