

Long Bay Primary School

Digital Technology and e-Learning Policy

NAG 5



Long Bay Primary School

RATIONALE

This policy is designed to meet the school's statutory obligations to maintain a safe learning environment. The overall goal is to maximise the educational benefits of communication technologies while minimising the risks.

Use of the internet and other communication technologies at Long Bay Primary School is to be limited to educational and personal usage appropriate in the school environment. Appropriate use also includes staff professional development, including educational forums.

Other communication technologies include mobile devices and technologies associated with internet use, e.g. iPads, Chromebooks, mobile phone, smart watches, digital projector, camera and web cam. Included too are similar technologies still being developed.

The communication technologies at Long Bay Primary School are available to staff and students under certain conditions, as outlined in their signed Use Agreements. Through the professional learning and development programme, teachers are supported in utilising e-learning tools to support student learning.

Appropriate cyber-safety/digital citizenship measures will be put in place and enforced by the school. In order to ensure the safety of the school learning environment, action will be taken if these safety regulations are breached by students or staff.

This digital technology and e-learning policy applies to all employees of the Board (i.e. teaching, support and ancillary staff) and to all students. It also applies to teacher and other professional trainees assigned to the school from time to time and relief teachers.

The Principal will report to the Board on the school implementation of this policy.

GUIDELINES

All students will be guided to understand the student Digital Learning Responsible Use Agreement for their year level. This agreement outlines the regulations and conditions under which computers, mobile devices and communication technologies may be used while at school.

A digital use agreement is also signed by a parent/caregiver on enrolment. This indicates their understanding of the school e-learning policy and provides permission for their child to engage with digital learning and access to the internet.

The Digital Learning Responsible Use Agreement rules will:

- Be included in the enrolment pack.
 - Be visible within the school.
 - Be referred to regularly throughout the school year as part of the school-wide digital citizenship programme
1. Guidelines are given to students regarding expected behaviour while using school devices and accounts; the degree and type of supervision may vary, dependent on the type of technology concerned, where the equipment is physically situated and whether or not the activity is occurring in the classroom.
 2. Digital citizenship and related responsibilities will be discussed and reinforced in conjunction with device and internet use in all student classes, as part of the ongoing teaching and e-learning class programme.
 3. Digital class work needs to be monitored by the teacher for quality and content. Digital media presented needs to be suitable for the viewing audience (any material to be presented to a school assembly must also be viewed by the team leader prior to the assembly date).

4. All staff must sign the Digital Technology Use Agreement which includes details of their professional responsibilities and the limits to their own use of the Internet.
5. Staff members will be supported in utilising digital technologies to support student learning and to carry out their professional responsibilities through the professional learning and development programme.
6. The school will provide an effective electronic cyber safety security system, which is financially practicable. The school will continue to refine methods to improve cyber-safety.
7. Approval to access sites blocked by the school cyber-safety service provider must be sought from the Principal, who is the only person able to approve a change in access. Access is also monitored by the school's digital technician and e-learning lead.
8. The Board supports the right of the school to check digital technology related work or data of staff or students at any time, and to carry out a comprehensive investigation of any breaches of the school's Digital Technology and e-Learning policy. Such breaches will be taken seriously and be dealt with through the school's behaviour management and responsibilities systems. In such incidents, there will be special attention paid to the need for specific procedures as regards the gathering of evidence. If illegal material or activities are suspected, the matter will be reported to the Police or the Department of Internal Affairs Censorship Compliance.
9. The school will consult with the wider school community and provide opportunities to learn about cyber-safety issues

See the Student Digital Learning Responsible Use Agreement and the Staff Digital Technology Use Agreement

CONCLUSION:

Teachers will have responsible access to global resources through peer networks and collegial support through membership of on-line teaching communities. Digital technologies will provide students with opportunities to focus on acquisition and use of information and higher order thinking skills.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board.

A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

DATE: 2020 Next Review: 2024	APPROVED BY:	
	PRINCIPAL L. Barton	BOT CHAIRPERSON K. Jackson-Cox

School Online Publishing Guidelines

Class Seesaw accounts are closely linked to the school's digital citizenship programme. This forum provides an authentic context for students to develop and practise their digital citizenship skills.

Students' full names are never used on the school blog or website. For students with the same first name, the first initial of the surname will be used to differentiate them.

Close up individual pictures of students will not have the name directly underneath.

Students' personal details such as address, phone number and date of birth are never used on the blogs or website.

Each individual child's Seesaw account is password protected, with parents provided with a code. The class Seesaw blogs will also be password protected.

Viewers will be able to go to the school website to view the Seesaw blogs, and will be prompted to provide a password.

The older school song list blog for sharing school songs is available to view and not passworded.

Students are developing the skills of positive digital citizenship. Positive commenting will be discussed and modelled.

All comments will be emailed to the class teacher and moderated before they are published on the blog.

Long Bay Primary School

Student Digital Learning Responsible Use Agreement for Year 5 and 6 Students

To be a successful Long Bay e-Learner I will...

- represent Long Bay Primary School as my 'best self' online.
- have a positive attitude and be willing to explore different or new technologies.
- ask questions and seek help.

Learning

I know that school devices and accounts are to help me with my learning.

I will use the app or website that I am directed to by my teacher.

I will only visit appropriate websites that promote learning and are for my learning.

When I am at school, I will use e-Learning devices and school internet accounts only during class time and when I am supervised by a teacher.

I must use 'for kids' or a children's search engine, such as KidRex, when I am searching for information or media (pictures, audio, video) online.

I will hand in my cell phone and/or smartwatch when I arrive at school and collect it at the end of the day.

Communication

I will use language that is thoughtful and appropriate when communicating and working collaboratively with others.

I will think about whether the information I see online is true and check it for accuracy if I am not sure.

I will follow Copyright Laws. If I use other people's writing or photos in my work, I will share where I got them from.

Any email sent outside of the school domain (longbayprimary.ac.nz) needs teacher permission.

Privacy

I will protect my personal information (full name, birth date, address and phone number etc) and the information of others.

I will log out, and not share my logins or passwords with others.

Honesty and Safety

I will tell an adult if someone is being unkind or harmful. I understand that if I know that it is happening, to myself or someone else, I have a responsibility to tell an adult.

I will turn the device screen off immediately if I see something that makes me feel uncomfortable or I know is inappropriate (e.g. dangerous, mean or rude). Then I will tell a teacher straight away without sharing with any other students.

I will ask permission before opening an e-mail or attachment sent by someone I do not know.

Respect and Self-worth

I will respect myself and others when I am online and remember that my 'digital footprint' should not harm others.

I will respond thoughtfully to the opinions, ideas and values of others.

I know that I must not do anything that would hurt me or someone else, even as a joke.

I will not delete other people's files. If I am working with others I will check with them before making changes.

Respect for our School and Personal Property

I will not use school accounts, including my personal Google account, to set up other accounts on the internet without teacher permission.

I understand my school accounts are for my school use only, and not for use by others, even my family.

I will look after the school equipment and follow the Device Use Guidelines.

I will report any misuse of a device to a teacher.

If I want to share home learning with my teacher, I will check there are no viruses on the home device before emailing. I will not bring a USB device to school to share information.

I will not change a school device set up or disrupt the school's network and system.

I will get permission from the teacher before I print.

Student Digital Learning Responsible Use Agreement, Year 5/6 continued...

My Student Responsibilities

I know that the school can check my use of school devices, accounts and files, and can monitor the internet sites I visit.

I understand that if I break this agreement in any way I may lose the right to use the school devices and accounts.

I understand that if I have an online account linked to Long Bay Primary this will be deleted when I leave the school.

The school will tell my parent/caregiver if I have lost the right to use school devices and accounts, and why.

General Device Use Guidelines

All e-Learning devices (iPads, Chromebooks, desktop computers, mobile devices etc) will be:

Treated as shared devices e.g. will not be automatically linked to a teacher / student email address and no passwords are to be saved for internet websites.

Mobile devices will be:

Carried with two hands

Held in two hands whilst filming or taking photos

Walked (absolutely no running with iPads or mobile devices)

Left in a safe place after use (not left on the ground)

Put back in the area designated for mobile devices in your class

Returned to storage units, and locked and charged overnight

Cleared of unneeded photos and videos after use

Long Bay Primary School

Student Digital Learning Responsible Use Agreement for Year 3 and 4 Students

To be a successful Long Bay e-Learner I will...

- represent Long Bay Primary School as my 'best self' online.
- have a positive attitude and be willing to explore different or new technologies.
- ask questions and seek help.

Learning

I know that school devices are to help me with my learning.

I will use the app or website that I am directed to by my teacher.

I will only visit appropriate websites that promote learning and are for my learning.

When I am at school, I will use e-Learning devices only during class time and when I am supervised by a teacher.

I must use 'for kids' or a children's search engine, such as KidRex, when I am searching for information or media (pictures, audio, video) online.

Communication

I will use language that is thoughtful and appropriate when communicating and working collaboratively with others.

I will think about whether the information I see online is true and check it for accuracy if I am not sure.

I will follow Copyright Laws. If I use other people's writing or photos in my work, I will share where I got them from.

Privacy

I will protect my personal information (full name, birth date, address and phone number etc) and the information of others.

I will log out, and not share my logins or passwords with others.

Honesty and Safety

I will tell an adult if someone is being unkind or harmful. I understand that if I know that it is happening, to myself or someone else, I have a responsibility to tell an adult.

I will turn the device screen off immediately if I see something that makes me feel uncomfortable or I know is inappropriate (e.g. dangerous, mean or rude). Then I will tell a teacher straight away without sharing with any other students.

Respect and Self-worth

I will respect myself and others when I am online and remember that my 'digital footprint' should not harm others.

I will respond thoughtfully to the opinions, ideas and values of others.

I know that I must not do anything that would hurt me or someone else, even as a joke.

If I am working with others I will check with them before making changes.

Respect for our School and Personal Property

I will not use school accounts to set up other accounts on the internet without teacher permission.

I understand my school accounts are for my school use only, and not for use by others, even my family.

I will look after the school equipment and follow the Device Use Guidelines.

I will report any misuse of a device to a teacher.

I will not change a school device on purpose.

I will get permission from the teacher before I print.

Student Digital Learning Responsible Use Agreement, Year 3/4 continued...

My Student Responsibilities

I can only use the school digital devices and internet by signing and handing in the Student e-Learning Responsible Use Agreement.

I know that the school can check my use of school devices and files, and can monitor the internet sites I visit.

I understand that if I break this agreement in any way I may lose the right to use the school devices. The school will tell my parent/caregiver if I have lost the right to use school devices and accounts, and why.

General Device Use Guidelines

All e-Learning devices (iPads, desktop computers, mobile devices etc) will be:

Treated as shared devices e.g. will not be automatically linked to a teacher / student email address and no passwords are to be saved for internet websites.

Mobile devices will be:

Carried with two hands

Held in two hands whilst filming or taking photos

Walked (absolutely no running with iPads or mobile devices)

Left in a safe place after use (not left on the ground)

Put back in the area designated for mobiles devices in your class

Returned to storage units, and locked and charged overnight

Cleared of unneeded photos and videos after use

Long Bay Primary School

Student Digital Learning Responsible Use Agreement for New Entrant to Year 2 Students

I am a Digital Citizen. I am learning how to stay safe online.

I know what a digital device is
and how to look after it.

I will tell the teacher if I am
worried or don't understand.

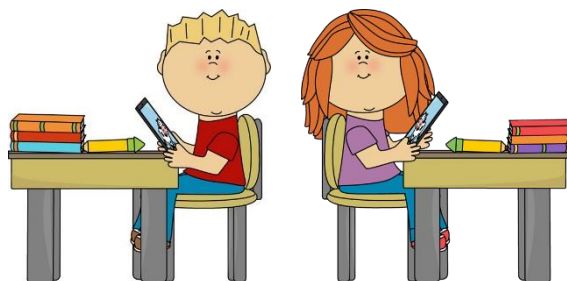
What I show and tell others
must be kind.

I know how to log on
and log off.

My password is a secret key
that I keep safe.

I will only use the teacher's
choice of apps.

I need to follow the rules when I use a digital device.



Together we are digital citizens.

LONG BAY PRIMARY SCHOOL

Digital Learning Responsible Use Agreement



Parental Consent for Internet Access (for all students)

I have read the Long Bay Primary School Student Digital Learning Responsible Use Agreements, and have discussed the importance of these expectations with my child.

I understand:

- That Long Bay Primary will do its best to keep my child safe online, and that the school operates security and content filtering systems in order to achieve this.
- That my child will be supported to understand, and expected to follow, the age appropriate Digital Learning Responsible Use Agreement for their year level. In Years 5 and 6 your child may have an individual school Google account to support their learning.
- I also understand my child's digital device use and internet access may be limited or suspended if the terms and conditions of their digital use are breached. I understand that if my child steals or damages equipment this could result in the home receiving a bill for the cost of replacement parts or repairs.
- This agreement also applies to communication technologies my child brings into the school environment, if school approval has been given. Students who bring a cell phone or personal device to school, such as a smartwatch, must hand these in to the office on arrival and are responsible for collecting them at the end of the school day.
- My child's school accounts (e.g. online maths sites such as Mathletics or the child's school Google account) is for their school use only, and not for use by others, even members of our family.
- That Long Bay Primary School encourages parents/caregivers to supervise and monitor online activity out of school hours.

I understand that Long Bay Primary School encourages parents and family members to go online, for example through Seesaw or Google Classroom, with their children to celebrate their learning.

I give my permission for my child to be given access at school to digital devices, the internet and other communication technologies.

Signed:

Date:

Please Print Your Name:

Parent's Consent for Web Publication

I consent to my child's work and image being reproduced on school online spaces, including the school website and class learning forums such as Seesaw.

I understand that the classroom Seesaw blog can be accessed through the school website, and is password protected.

I understand that the school's online publishing guidelines include not using student full names and personal details such as their address, phone number or date of birth on online spaces. For students with the same first name, the first initial of the surname may be used to differentiate them. Close up individual pictures will not have the child's name directly underneath.

I understand that my child's work, images and recordings may be published in print, audio or video file to show learning experiences (following the School Online Publishing Guidelines)

Signed:

Date:

Long Bay Primary School

Staff Digital Technology Responsible Use Agreement

These expectations apply to all Long Bay Primary School Staff:

Staff members need to be aware of confidentiality and privacy issues when accessing student and staff information via the school network.

All school digital technology devices and software are the property of Long Bay Primary School. Be aware that data stored on school digital devices is not private by right and may be accessed by others.

Digital devices and ICT equipment includes; server, desktop computers, laptops, iPads, hard drives, Chromebooks, i-pods, video cameras, still cameras, digital projectors and other related equipment.

All digital technology devices and software are to be used for school related activities and kept within the limited level of use permitted for personal purposes.

Unreasonable activities include any that:

- Affects the ability of other staff to meet their obligations to the school
- Involves gambling or illegal activity
- Brings the school into disrepute
- Causes harassment or offence to others
- Incurs cost
- Breaches NZ laws
- Overloads shared systems
- Comprises of sharing and downloading files covered by copyright
- Is an infringement of any school policy
- Affect teaching time e.g. teaching time is focused on supporting student learning. Access to personal sites, e.g. Facebook, is to be limited to break and out of school times.

Accessing, downloading, storing, forwarding or viewing offensive or inappropriate material using any digital technology devices will result in disciplinary action.

Staff members need to be aware of their professional reputation, and that of colleagues and the school when using any form of communication, including e-mail and when posting on social media sites such as Facebook, SnapChat, Twitter etc. Long Bay staff are not to have LBPS students as friends on social media sites (by law they are too young and it is likely to be deemed inappropriate).

Guidelines include:

- Not sharing personal information of others without their consent,
- Checking your privacy settings on all sites,
- If using your own device at school, it must be on the BYOD network.
- Photos / video of students must be shared via the school website and Seesaw blogs (following school guidelines – and not on a staff member’s personal pages/sites/posts). Staff are reminded that photos must be stored on a school account and not a private account. It is recommended that staff check their photo archive at the end of each term – checking location and deleting photos not required. Do be mindful of student modesty and attire when taking photos.

Audits of staff laptops and school devices may be conducted.

Accidentally accessing unacceptable sites or receiving offensive or unprofessional material must be reported immediately to the principal and e-learning co-ordinator.

Staff members are required to take the utmost of care of the school’s digital technology equipment.

Laptops, iPads, mobile devices and ICT tools are to be stored in a secure place at all times. Please do not have your laptop on the floor as it is easily damaged..

Staff members do need to lock their classrooms when attended whole school events/assemblies.

Equipment must not be left in vehicles, or easily accessible, in case of theft.

Theft or damage due to irresponsible storage of equipment will become that staff member’s responsibility for replacement.

I have read, and will follow the Staff Digital Technology Responsible Use Agreement

Name of Staff Member..... Signature Date

Teacher Laptop Agreement for Long Bay Primary School

The following are the conditions under which you accept the provision of a laptop for your use from the school. This agreement will start on receipt of the laptop from the school. The school reserves the right to transfer the laptop to another eligible teacher if your employment hours are reduced or if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

Under this agreement the school will:

- Provide a leased laptop computer for your sole use while you are a permanent full-time or permanent part-time teacher at the school working at least 3 days. The laptop is for work use. You are encouraged to use it outside work hours, however it is for your use only, and not for use by family members or any other person.
- Set up the laptop to enable you to connect to and make effective use of the school network, and provide a secure location for the safe storage of your laptop after school hours if required.
- Plan and manage the integration of laptops into the school environment, and provide the professional development required to enable you to use the laptop effectively in your professional practice.
- Have an expectation that you will abide by the School Staff and Student Digital Technology Responsible Use Agreements.

Under this Agreement you will:

- Use the laptop for the purposes it was provided and abide by Long Bay Primary School's Digital Technology and e-Learning Policy and Agreements.
- Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to the school principal. Long Bay Primary School and/or the leasing company has ongoing ownership rights to the laptop.
- Staff members require principal permission to take a school laptop/e-learning device overseas.
- Be prepared to cover the excess or the cost of repair or replacement of the laptop when the damage or loss has been a result of your own negligence.
- Make a commitment to achieving the digital technology and e-learning goals of the school and take part in the related professional development activities provided to you by Long Bay Primary School.
- Make necessary arrangements for the return of the laptop to the school when you resign or leave the school, or when you will be away from the school for an extended period.
- In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials.

..... Name of Teacher	
Accepts the conditions, as outlined in the Laptop Agreement, for provision of a laptop by Long Bay Primary School Board of Trustees	
<i>You have been provided with a leased laptop with the following serial number:.....</i>	
<i>This machine was given in person byon the date of</i>	
Signed:	Signed
Teacher	Principal or e-Learning Lead Teacher
Date	Date