



LUTHERAN SCHOOL WAGGA WAGGA

POLICY AND PROCEDURES

STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET

And Electronic Device Usage Agreement

Rationale

Lutheran School Wagga Wagga intentionally includes use of electronic devices, internet access and publishing into its learning curriculum. There are a range of issues that such access opens up:

- The types of information to which the children will have access;
- The manner in which access will be controlled; and
- The viewing and/or publishing of images and personal details.

This policy and usage agreement addresses these issues and aims to provide all members of the school community with a structured approach to the use of devices and the internet at school or school related events.

Policy

- Use of electronic devices and access to the internet by students at the Lutheran School Wagga Wagga will be for educational purposes only. Access to the internet will be used for research, project and learning activities related to the curriculum.
- Students will sign an agreement on acceptable electronic device and internet usage annually. This agreement will ensure that parents and students are aware of their responsibilities with regard to appropriate use of electronic devices and the internet.
- Student access to electronic devices and the internet will be supervised by staff to ensure that they are being used appropriately, and to prevent students from accessing inappropriate materials. Where possible, technological solutions will be used to ensure that student internet access is limited to relevant materials.
- Students should not download or upload a file unless approval has been given by their teacher.

Inappropriate sites include, for example, the following (not necessarily comprehensive):

- adult sites of various morally degrading kinds;
- chat sites/chat rooms (other than those authorised by the school for educational purposes);
- relationship sites;
- music and video download sites;
- hate sites, or sites that promote racial and gender intolerance, etc; and
- game sites played over the internet (other than those authorised by the school for educational purposes);

Publishing on the Internet

The school has a website, smart phone app and Facebook page that allows the opportunity to advertise the school to the community and on occasions, may display student's work and activities. The following applies to posting on the school's website, app and Facebook:

- All materials published on the internet by the school will be used to present relevant information about the school that is of use to the school and wider communities.
- No identifiable images portraying students of the school will be published on the school website, app or Facebook page without the parents of students portrayed giving written and informed consent.
- No article, artwork or image will be published by the school or its students without an acknowledgement of the original author/creator. The school will abide by all copyright requirements in this regard.
- Any documents made available for users to download will be virus-checked prior to being made available.
- No links to other pages or sites on the internet will be published without scrutiny by the school, while ensuring it is appropriate to do so.

Implementation of this Policy

Students and parents in Kindergarten to Year 6 will sign the attached relevant Electronic Device Usage Agreement form at the start of the year. This will be countersigned by their teacher. Students who enrol during the year will be issued with the agreement as part of the enrolment process.

Students in Kindergarten to Year 6 will be instructed on correct computer use during the early weeks of Term One. Teachers will routinely inform students of correct internet use.

Inappropriate use of internet services will result in the student being excluded from internet and/or computer use for a period of time as determined by the teacher, or, where technology permits, limitations implemented via the network administrator.

Lutheran School Wagga Wagga seeks to instruct students in the appropriate use of electronic devices and as such, consequences shall be administered to students that deliberately neglect their responsibilities. In addition, students that use electronic devices to engage in illegal, slanderous activities, such as cyber-bullying, piracy or editing images, will not only face severe school-based sanctions, but possible criminal prosecution.

Lutheran School Wagga Wagga values internet and data security and protection. This includes systems to protect from both intrusion, as well as protecting the young eyes and minds of the students. Strategies include using an advanced router providing the most current firewall and malware detection, as well as a filtering service that blocks website categories including pornography, gambling, drugs and computer hacking.

The school is using individual credentials with a secure password and restricting access on information as a way of not only protecting the students, but also helping them learn procedures employed in the wider community.

Lutheran School Wagga Wagga values a safe and progressive learning environment. As such we have incorporated the use of emails for students in such a way that allows them to learn the use of email but with restrictions that can protect against misuse, such as not being able to email outside the organisation and email monitoring by the teachers.



LUTHERAN SCHOOL WAGGA WAGGA
STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET
Responsibilities

Responsibilities of school staff

It is the responsibility of school staff to instruct and support students in their use of computers, iPads and other technologies as a learning tool. Teachers who have expertise in technology will act as coaches to help staff and students.

School staff will be responsible for instructing students in the appropriate use of devices, including web-based resources during school hours. School staff will monitor each student's use of their iPad, laptops and desktop computers to be informed of the content and sites accessed by each individual device. This could include random inspections of the devices including iPads.

School staff will administer consequences to students who use electronic devices inappropriately during school hours. For significant incidents, staff may become aware of that occur out of school hours (such as cyber-bullying) will be reported to the Deputy Principal, who may choose to speak to the parties responsible about the consequences of these actions and will inform parents of all students involved.

School staff will be responsible for designing and facilitating quality learning experiences based on the needs of 21st century students. In addition, school staff will be responsible for providing students with opportunities to share their learning with others. Each classroom will incorporate use of the interactive whiteboards to enable students to display their work appropriately and share with one another.

Lutheran School Wagga Wagga takes responsibility for the downloading of apps, software and updates.

Responsibilities of parents/carers

Parents/carers can support this policy by;

- Discussing family guidelines for electronic device usage with the student and should then complete the form below.
- Assisting children in completing learning about cyber safety.
- Monitoring a student's online access and transactions out of school hours and off school premises.

Responsibilities of students

Students will be responsible for respecting and caring for school computers, laptops, iPads and other devices. If a student is handling and intentionally damages any device, their parents will be responsible for paying the repair account.

Each student will be responsible for their behaviour as they use electronic devices to collaborate and engage with other students. Disrespectful behaviour, whether it is online or face-to-face, will not be tolerated.

Students will be responsible for using devices appropriately and for explicitly following every instruction regarding cyber-safety given by school staff. Failure to follow these instructions, or for using devices inappropriately during school hours (eg playing games when supposed to be conducting research), will result in the consequences listed in the policy.

Student email access, and use of the school provided email account, is to be appropriate and in line with LSWW values (which can be found in the parent handbook). The primary purpose of the student email account is to enhance student learning. All emails can, and will, be regularly monitored by staff at LSWW.



LUTHERAN SCHOOL WAGGA WAGGA

STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET

Consequences

The consequences for irresponsible and inappropriate behaviours are shown in the following table.

Level	Activity	Who is informed	Consequences
Minor Infringements Careless Behaviour	<ul style="list-style-type: none"> • Playing games - using apps at inappropriate times. • Failing to follow guidelines and rules about appropriate computer/iPad usage. • Failing to follow teacher-directed instructions during investigations, lessons or projects. 	Class Teachers	Students will not be permitted to access the internet for a period of time at teacher discretion.
Significant Infringements Intentional Behaviour	<ul style="list-style-type: none"> • Repeatedly playing games/using apps at inappropriate times (repeatedly refers to several instances within the same week) • Searching for and accessing inappropriate material through the internet such as pictures and videos. • Using apps inappropriately (eg. using Show Me to write and share swear words). 	The parents or carers of the student will be notified by the classroom teacher.	Students will be prohibited from using computer or iPad for a period of time. The student will be required to complete class work without technology and fill in a reflection sheet as an acknowledgement of the choice made.
Severe Infringements Malicious Behaviour	<ul style="list-style-type: none"> • Using the computer/iPad to invade another student's right to privacy (eg taking/editing photos without permission) • Using the computer/iPad to slander/bully/hurt others • Looking at or downloading explicit pictures. 	<ul style="list-style-type: none"> • The Principal or Deputy Principal will be notified by the classroom teacher. • The parents or carers of student will be notified by the Principal or Deputy Principal and a meeting arranged. • Depending upon the severity of the incident, police may also be notified by the Principal or Deputy Principal. 	<ul style="list-style-type: none"> • The student's use of computer/iPad is stopped indefinitely. • The student faces possible internal suspension, which will be administered by the principal or deputy principal. • The student may face criminal prosecution.



LUTHERAN SCHOOL WAGGA WAGGA
STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET
Electronic Device Usage Agreement
Years 3-6

Rationale

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- The types of information to which the children will have access;
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This policy and usage agreement addresses these issues and aims to provide all members of the school community with a structured approach to the use of devices and the internet at school or school related events.

I have read and agree to adhere to the responsibilities outlined in the Student Use of Electronic Devices and the Internet Policy as emailed to me by Lutheran School Wagga Wagga.

I understand the consequences for failing to follow the responsibilities outlined in this agreement.

Student Name: _____ **Year:** _____ **Class:** _____

Signed _____ (parent/guardian) _____ (date)

Signed _____ (student) _____ (date)

Signed _____ (teacher) _____ (date)



LUTHERAN SCHOOL WAGGA WAGGA
STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET
Electronic Device Usage Agreement
Kindergarten – Year 2

Parents and caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception. Please read our school's Student Use of Electronic Devices and the Internet Policy and Procedures then discuss with your child the following strategies to help them stay safe when using electronic devices at school and after formal school hours.

Please read this carefully with your child. Colour the face to indicate that they understand/don't understand what you have explained to them.

1. I will use school electronic devices only when my parents/caregivers have signed my Usage Agreement form and the completed form has been returned to the school.



2. I will use the computers and other electronic devices at school only for my learning and only with my teacher's permission.



3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.



4. If there is something I am not sure about, I will ask a teacher.



5. I will use the Internet, email, mobile phones and any other electronic devices for only positive purposes. I will not be mean, rude or unkind to or about other people.



6. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
- 6.1. Not show others;
 - 6.2. Turn off the screen;
 - 6.3. Get a teacher straight away.



7. Only with written permission from home and approval from the Principal will I bring electronic devices to school. This includes things like smart watches, mobile phones, iPods, iPads, electronic games and cameras.



8. I will be careful and will look after all our school digital devices by:
- 8.1. Not being silly and playing around with it;
 - 8.2. Following our school cyber-safety strategies;
 - 8.3. Telling a teacher about anything wrong or damaged.



9. If I am not cyber-safe, the school may need to tell my parents/caregivers and there may be consequences associated with my behaviour.



I have read and agree to act responsibly as outlined in the Student Use of Electronic Devices and the Internet Policy and Procedures as emailed to me by Lutheran School Wagga Wagga.

I understand the consequences for failing to follow the responsibilities outlined in this agreement.

Student Name: _____ **Year:** _____ **Class:** _____

Signed _____ (parent/guardian) _____ (date)

Signed _____ (student) _____ (date)

Signed _____ (teacher) _____ (date)

**Lutheran School Wagga Wagga
Electronic Devices Usage Licence**

Name

- Has signed the Electronic Device usage agreement.
- Has been instructed by the class teacher.
- Has been instructed by his/her parents about home rules.
- Has agreed to follow all school and home rules.

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