

Learning Technology Policy

WINDSOR GARDENS SECONDARY COLLEGE



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Government of South Australia

Department for Education and
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Acceptable Use of Learning Technologies Policy

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Section 1: Learning Technologies Statements

1.1 Learning Technologies at Windsor Gardens Secondary College

Windsor Gardens Secondary College is currently implementing a range of new and innovative approaches to teaching and learning using new and emerging learning technologies. Ultimately, we aim to achieve a 1-to-1 teaching and learning environment. The focus on the use of new technologies in the teaching and learning at Windsor Gardens Secondary College means it is necessary to establish appropriate policies and procedures. Whilst providing the opportunity to enhance and extend human interaction, empathy and understanding, the misuse of information and communication technologies can significantly damage an individual's dignity. Therefore, it is a requirement that all students and their caregivers read and abide by the college's Acceptable Use of Learning Technologies Policy. Further, it is a Department of Education and Child Development (DECD) requirement that all students and their caregivers sign the Acceptable Use of Learning Technologies Policy before the student is permitted to access learning technologies on any Departmental School site. Once signed and returned to the college, the document is filed in the student's records and acknowledged in the college's database. This agreement then remains valid and in place for the duration of the student's enrolment at Windsor Gardens Secondary College or until it is reviewed or revoked by the college.

1.2: Cyber-Safety

Windsor Gardens Secondary College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential and is best taught in partnership with parents/caregivers. We request that parents/caregivers work with us and encourage such behaviour at home.

1.3: Our Responsibilities

At Windsor Gardens Secondary College we:

- ◇ Support the rights of all members of the college community to engage in and promote a safe, inclusive and supportive learning environment.
- ◇ Have an Acceptable Use of Learning Technologies Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- ◇ Educate our students to be safe and responsible users of digital technologies.
- ◇ Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- ◇ Supervise students when using digital technologies for educational purposes.
- ◇ Provide an in-school (in Network) filtered Internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- ◇ Respond to issues or incidents that have the potential to impact on the wellbeing and reputation of our

students, staff and the college.

- ◇ Know that some online activities are illegal and as such we are required to report this to the Police.
- ◇ Provide parents/caregivers with a copy of this agreement.
- ◇ Support parents/caregivers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support and protect their child.

1.4: Your Responsibilities

Windsor Gardens Secondary College student responsibilities include:

- ◇ Reading this Acceptable Use of Learning Technologies Policy carefully.
- ◇ Following the cyber-safety strategies and instructions whenever using the college's Learning Technologies.
- ◇ Following the cyber-safety strategies whenever using privately owned Learning Technologies devices on the college site or at any school related activity, regardless of its location.
- ◇ Avoiding any involvement with material or activities that could put at risk their own safety, or the privacy, safety or security of the college or other members of the college community.
- ◇ Taking proper care of school Learning Technologies. Knowing that if they have been involved in the damage, loss or theft of Learning Technologies equipment/devices, they and/or their family may have responsibility for the cost of repairs or replacement.
- ◇ Keeping this document somewhere safe for future reference.
- ◇ Asking the relevant staff member when unsure about anything to do with this agreement.
- ◇ Reporting issues or concerns related to security or behaviour, including well-being, to a relevant staff member or responsible adult.
- ◇ Seek support where their own welfare, or where they become aware that the welfare of a peer, has been affected by others.

1.5: Social Networking

Social media (sometimes referred to as social networking) are online services and tools used for publishing, sharing and discussing information. The list of social media types is extensive with new and innovative social media sites being developed almost every day. It is important to understand that social networking can occur in open and closed online communities. An open community on the web is visible to everyone worldwide. It is possible to have a closed community which restricts information and comments to a specific group of people.



1.6: Security, Damage and Insurance

The use of technology, whether owned by Windsor Gardens Secondary College or student-owned devices, entails personal responsibility for the user. Approved use of devices by users during the instructional day is restricted to education related purposes. It is expected that users will comply with Windsor Gardens Secondary College's Student Behaviour Code and the Acceptable Use of Learning Technologies Policy.

Responsibility to keep privately owned devices secure rests with the individual owner. Windsor Gardens Secondary College and its staff are not liable for any device that is stolen or damaged at school. If a device is stolen or damaged, it will be handled through administrative procedures in the same manner as other personal property that is impacted in similar situations.

Personal devices owned by students and teachers, are not covered by school or Government insurance policies for loss or damage incurred on site or during transport to and from our site. We encourage you to contact your household contents insurance company and arrange for your device to be covered under your personal policy.

2: Learning Technologies, Acceptable Use

2.1: Cyber-Safety

Windsor Gardens Secondary College will:

- ◇ Reinforce the fact that the agreement is taken seriously and is part of the partnership between school and home.
- ◇ Do its best to enhance learning through the safe use of Learning Technologies. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on Learning Technologies equipment/devices at school or at school-related activities.
- ◇ Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education. This includes providing children with strategies to keep themselves safe in a connected online world.
- ◇ Clearly describe strategies for personal safety and privacy (eg children and students must not give out identifying information online, use only their first name, and not share their home address, telephone number or any other personal information).
- ◇ Outline the expectation that Windsor Gardens Secondary College students take increasing responsibility for their Own Actions by agreeing to use DECD Learning Technologies in a responsible manner, but with parents/caregivers acknowledging on the agreement the responsibility their student undertakes.
- ◇ Respond to any breaches in an appropriate manner.
- ◇ Include the potential consequences of unacceptable use, such as removal of access to Learning Technologies on site, suspension or exclusion from school or referral to the South Australian Police (SAPOL).
- ◇ Welcome enquiries at any time from parents/

caregivers/legal guardians or children about Cyber Safety issues.

Windsor Gardens Secondary College student responsibilities include:

- ◇ Reading this Acceptable Use of Learning Technologies Policy carefully.
- ◇ Following the cyber-safety strategies and instructions whenever using the college's Learning Technologies.
- ◇ Following the cyber-safety strategies whenever using privately owned Learning Technologies devices on the college site or at any school related activity, regardless of its location.
- ◇ Avoiding any involvement with material or activities that could put at risk their own safety, or the privacy, safety or security of the college or other members of the college community.
- ◇ Taking proper care of school Learning Technologies. Knowing that if they have been involved in the damage, loss or theft of Learning Technologies equipment/devices, they and/or their family may have responsibility for the cost of repairs or replacement.
- ◇ Keeping this document somewhere safe for future reference.
- ◇ Asking the relevant staff member when unsure about anything to do with this agreement.
- ◇ Reporting issues of concerns related to security or behaviour, including well-being, to a relevant staff member or responsible adult.
- ◇ Seek support where their own welfare, or where they become aware that the welfare of a peer, has been affected by others.

2.2: Internet, Communications, Publishing and Portals

The DECD ICT Security, Internet Access and Use Policy and DECD Electronic Mail and Use Policy contain the following main provisions.

At Windsor Gardens Secondary College, students may use the Internet only for learning related activities that are approved by a teacher. They must not cause interference or disruption to other people or equipment, and children may not access or distribute inappropriate material. This includes:

- ◇ Distributing spam messages or chain letters.
- ◇ Accessing or distributing malicious, offensive or harassing material, including jokes and images.
- ◇ Bullying, harassing, defaming, discriminating against or giving offence to other people.
- ◇ Spreading any form of malicious software (e.g. Viruses, worms).
- ◇ Accessing files, information systems, communications, devices or resources without permission.
- ◇ Using for personal financial gain.
- ◇ Using non-approved file sharing technologies (eg torrent).



- ◇ Using for non-educational related streaming of audio or video.
- ◇ Using for religious or political lobbying.
- ◇ Downloading, copying or sharing non-educational material.
- ◇ Downloading and or playing games, other than those explicitly approved by a subject teacher.

2.2.1: Internet / World Wide Web / Email Access

Each student will be provided with an email account via DECD, until the end of their senior year to be used for school related purposes only. Access to the Internet will enable students to use thousands of libraries and databases. Within contextual norms or standards, freedom of speech and access to Information will be honoured. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. In-school filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

2.2.3: Behaviour and Learning Expectations and Consequences

Content of this policy applies to student-owned and school-owned devices. A student-owned mobile device is a non-school supplied device used while at school or during school-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.

To access networked resources/equipment, all students and parents must sign and return the attached form. The following activities are not permitted:

- ◇ Sending or displaying offensive messages or pictures.
- ◇ Using obscene language.
- ◇ Giving personal information, such as complete name, phone number, address or identifiable photo without permission from teacher and parent or guardian.
- ◇ Harassing, insulting or attacking others.
- ◇ Damaging or modifying computers, computer systems or computer networks.
- ◇ Violating copyright laws.
- ◇ Using others' passwords.
- ◇ Trespassing in others' folders, work or files.
- ◇ Intentionally wasting limited resources (including SPAM email).
- ◇ Employing the network for commercial purposes, financial gain, or fraud.

Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. mobile phone, laptop, tablet, etc.) to record media of any type, or take photos during school, unless they have permission from both a staff member and those whom they are recording.

Violations of the above standards may result in the following consequences, depending upon the violation:

- ◇ Discussion about incident with student(s) involved.
- ◇ Paying for excessive printing.
- ◇ Printer lockout.
- ◇ Internet lockout.
- ◇ Email lockout.
- ◇ Network (Computer) lockout.
- ◇ Completion of work without the assistance of the computer/device.
- ◇ Assuming financial responsibility for the repair, replacement or 'making right' of damage caused by the misuse of Windsor Gardens Secondary College property.
- ◇ Suspension from Learning Technologies activities.
- ◇ Suspension from school.
- ◇ Other disciplinary or legal action including the involvement of SAPOL.



2.3: Devices

2.3.1: BYOD Program Purpose

Introduction of the Student BYOD Program supports our vision 'to provide excellence in student centred learning in a global context'. A Laptop/tablet is necessary to personalise learning and provide access to electronic resources. BYOD is compulsory for all students.

2.3.2: Recommended Device Specification

The requirements are:

- ◇ **Processor: Celeron or i3 or better (i5, i7)**
- ◇ **RAM (memory): 2 Gb or more**
- ◇ **Wireless: 802.11b/n (standard)**
- ◇ **Battery Life: Minimum 6 hour battery life (we cannot provide charging facilities during the day, except in a genuine emergency)**
- ◇ **Windows 7 operating system as a minimum**
- ◇ **OSX 10.6 as a minimum**

Please think about the size and weight of the device for your child to transport and store. A maximum size of 15.6" would be highly recommended.

Please ensure that the device, if already owned, is no older than 2 years as hardware improvement has progressed rapidly and older devices generally do not perform as efficiently.

2.3.3: Laptop Purchase Guide

<http://wgsc.orderportal.com.au> - This website lists laptop options that you can consider. These options meet the approved specifications for the BYOD program. It describes in detail the different models from each manufacturer.

2.3.4: Charging Your Battery

Students should charge their computer each night and bring it to college fully charged. Battery life is affected by the use of the Laptop/tablet, so it is common for a Battery Power Profile to try and save power by turning down the screen brightness, turning off sound and backlit keys and resting the hard drive. If a student is doing intensive work with programs such as image manipulation or video editing then more power is used than with simple text editing.

2.3.5: Using Your Laptop/tablet at the College

Students will not be allowed to plug in power chargers in the classroom because of WHS requirements so the power adaptor should remain at home. Students are able to put their laptop/tablet into sleep mode between classes so that it is instantly ready for the next class.

WGSC is not responsible for loss or theft of BYOD and other personally owned items (e.g. musical instruments, calculators etc) that are brought to school. With all personally owned items, WGSC will do its best to remind students to properly take care of and manage their items.

BYOD laptops and tablets need to be in working order and have to have a wireless connectivity in order to access the college network.

2.4: Software

Software installed on any device must be licensed for use on that device. Students are responsible for the licensing of any software they install themselves. They must be mindful of Software Piracy and the consequences of using illegal software.

2.4.1: School-owned and licensed software

Any software installed on a school-owned computer remains the property of DECD and the college, whether the device is accessed on site or is off site and in the care of a student. Students are not permitted to install or run any software, including mobile software or games, on school-owned devices without the express permission of the Network Administrator.

2.5: LearnLink Office 365

It's a customised package of Microsoft Office 365, tailored for the South Australian public education system, and is offered at no additional charge to parents/caregivers whilst their student remains enrolled at Windsor Gardens Secondary College.

When enabled, students and families at Windsor Gardens Secondary College will be able to download licenced versions of common applications used in teaching and learning for no charge, and use them without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers.

2.5.1: What is LearnLink Office 365?

It provides students with an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program.

Office 365 ProPlus provides the latest versions of Microsoft Office applications for desktop PCs, Macs and mobile devices. This includes:

- ◇ Word, Excel
- ◇ PowerPoint
- ◇ OneNote
- ◇ Access
- ◇ Publisher
- ◇ Outlook

2.5.2: Using LearnLink Office 365 Services

All students are required to sign conditions of use agreements before they have access to school computers, internet, and software which outlines acceptable use. When students are at school internet access will be filtered by DECD however access from home/off-site is not filtered by DECD and as such should be supervised.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email).



It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

2.6: Protection — Security, Damage and Insurance

WGSC does provide content filtering controls for student access to the Internet using WGSC's network as well as reasonable adult supervision. However at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students.

- ◇ Students are to report the occurrence to their teacher or the nearest supervisor.
- ◇ Students will be held accountable for any deliberate attempt to circumvent WGSC technology security and supervision.
- ◇ Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.
- ◇ Students must maintain updated virus scanner and Windows updates on their laptop and updated operating system on their table device . If the device is not updated it may not be able to access the Windsor Gardens Network.
- ◇ The use of CCTV at the WGSC ensures devices are kept safe from damages/theft.
- ◇ It is the student's responsibility to ensure their data is regularly backed up. The method for backing up data is dependent on the device.
- ◇ The college expects all students to follow the recommended DECD Guidelines and Expectations for safe use of computer systems. (Cyber Safety, Network Devices, Network Use Agreement).

PLEASE REFER TO THE BYOD HANDBOOK ON THE SCHOOLS WEBSITE FOR FURTHER INFORMATION OR ALTERNATIVELY CALL AND SPEAK DIRECTLY TO THE ICT TECHNICIAN AT THE COLLEGE FOR SUPPORT.

Section 3: Closing Statement

Social media and the use of this as a tool in teaching and learning is continuously evolving. There will be ongoing development to DECD guidelines and the Social Media Policy as they are living documents. All site users of Social Networking are bound to observe the rights and responsibilities, as outlined in the Windsor Gardens Secondary College Acceptable Use of Learning Technologies Policy. Windsor Gar-

dens Secondary College reserves the right to add and amend to this policy as learning technology develops and changes, including unintended consequences of such changes. This agreement remains valid and in place for the duration of the student's enrolment at Windsor Gardens Secondary College or until it is reviewed or revoked by the college.

It must be noted that, if a student who is enrolled in a school, behaves online in a manner that threatens the wellbeing of a child, student, parent or member of the college community, even if this occurs off-site and/or out of school hours, the Principal has the authority under the Regulation pursuant to the Education Act 1972 to suspend or exclude a student from attendance at school.

If the Principal suspects an electronic crime has been committed, this must be reported to the South Australian Police Department (SAPOL). Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is committed on a mobile phone or other electronic device (e.g. a laptop or iPad), the device will be confiscated and handed to the investigating police officer. SAPOL will determine any further action.

3.1: References:

Smart Copying Website:

<http://www.smartcopying.edu.au/information-sheets/tafe/students-and-copyright>

e-School News:

<http://www.eschoolnews.com/2009/12/09/can-gaming-change-education/>

DECD Policy Documents

- ◇ Acceptable Use Policies for Schools, Preschools and Children's Services Sites
<http://www.decd.sa.gov.au/docs/documents/1/DecsStandardAcceptableUse.pdf>
- ◇ Cyber Bullying, E-crime and the Protection of Children
<http://www.decd.sa.gov.au/docs/documents/1/CyberBullyingECrimeandthe.pdf>
- ◇ Cyber-Safety- Keeping Children Safe in a Connected World: Guidelines for Schools and Pre-schools
Cyber-safety: Keeping Children Safe in a Connected World
<http://www.decd.sa.gov.au/docs/documents/1/CyberSafetyKeepingChildre.pdf>
- ◇ Electronic Mail and Use Policy
<http://www.decd.sa.gov.au/docs/documents/1/DECDPolicyEmailAccessandU.pdf>
- ◇ Internet Access and use Policy:
<http://www.decd.sa.gov.au/docs/documents/1/DECDPolicyInternetAccessa.pdf>
- ◇ Social Media Policy
<http://www.decd.sa.gov.au/docs/documents/1/>