



Boort District P-12 School  
Malone Street  
Boort , 3537  
Phone (03) 5455 2201  
Fax (03) 5455 2361  
12 November 2018

Dear Parent / Carer

Dual ICT equipment platforms, with both Laptops and iPads in use, replicates how many workplaces function in today's society and also builds on feedback from tertiary students in relation to study, notetaking, preparation and presentation of student work. The school aims for a 1-1, student to laptop ratio. As part of this, all Year 5 to 12 students are asked to supply their own laptop for use at school. This is referred to as the BYOD program (Bring Your Own Device). The Victorian Curriculum Digital Technologies curriculum delivery is also enhanced through student use of these devices.

In 2019, Boort District P-12 School will be using the following structure to ensure ICT provision for students in Years F-12:

Foundation - Year 2 – Years 1, 2 and Foundation students will be asked to “Bring Your Own Device” (BYOD), supplying an Apple iPad. Parents / Carers can elect to have these stay at school for the entire year if they choose, or come home with the student.

Year 3 & 4 – Years 3 and 4 students will have access to class banks of iPads and Laptops. In order to provide, maintain and update these devices, a \$60 fee is included in the yearly fee structure.

Year 5 & 6 – Years 5 and 6 students will be asked to “Bring Your Own Device” (BYOD), supplying a Laptop. Students will also have class access to a bank of iPads.

Year 7 – Year 7 students will be asked to “Bring Your Own Device” (BYOD), supplying both an Apple iPad or iPad mini and a Laptop.

Year 8-12 – Students will continue with the BYOD program.

Updating devices – students will be encouraged to update devices on a regular basis eg. when the warranty expires or after 3/4 years of use.

Please note the information on the school website under BYOD regarding purchasing options and recommended minimum specifications. A flow chart of requirements at each level is also included. You have the option to select a Laptop package, based on cost and performance, and the information on the purchase of the iPads. There is also a finance option available through the “Shop Interest Free” link and ZipMoney finance company.

Microsoft Office is used throughout the school and all students are eligible to receive a free copy of Microsoft Office 365, as they will have an education based email account. We will advertise a time early in the 2019 school year to help students load this onto their computers.

We remind parents / carers / students of the school's Acceptable Use Policy, which needs to be completed and returned to the school in order to enable students to access the network and WiFi. The school's Bullying and Harassment Policy, on the school website, also covers our response to Cyberbullying.

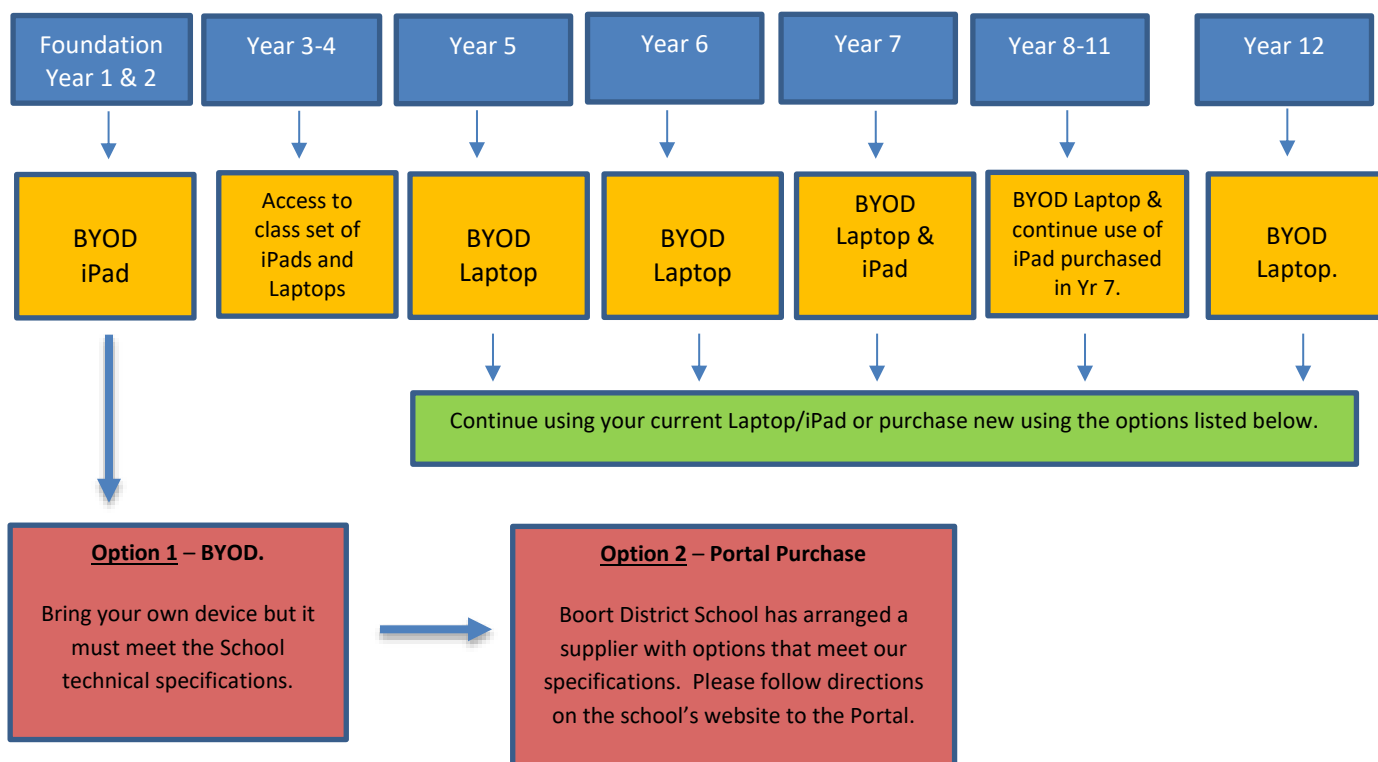
We understand that there may be situations that arise where provision of these devices is difficult or that parents / carers strongly believe that they cannot supply these devices. In these instances, the school will work with individual parents / carers to supply devices through the school and ensure that students are not disadvantaged. There will be a fee of \$60 per year for these devices to cover maintenance and replacement costs. These devices will remain at school. Please contact Merryn Rees individually to discuss this further if there are financial concerns or Mr Bleicher if there are other concerns.

Yours sincerely

Lee-Anne Sherwell

Principal

## BOORT DISTRICT P-12 ICT STRUCTURE 2019



### ICT Structure 2019 Explained

**Foundation, Year 1 and 2:** Students will be asked to take part in the BYOD iPad program in 2019.

**Years 3-4:** Students will have access to class banks of iPads and Laptops.

**Year 5:** Students will begin the BYOD Laptop program and will have access to a class bank of iPads.

**Year 6:** Students continue using their BYOD Laptop and will have access to a class bank of iPads.

**Year 7:** Students continue using their BYOD Laptop and begin the BYOD iPad program.

**Year 8-11:** Continue with the BYOD Laptop & iPad program.

**Year 12:** Continue with the BYOD Laptop

#### Purchase Options

#### Office Everything:

Link to Portal is available from the BYOD section on the school's website.

The Portal has a number of options that meet the school's specifications. Finance options are available.

**BYOD:** Bring Your Own Device to ensure that it meets the minimum technical specification.

## BDS Recommended Minimum Requirements 2019






In 2019, Boort District School students will be required to BYOD, providing devices with the minimum specifications outlined below.

Device Type	Windows Laptop	Mac Laptop	iPad	Chromebook
Operating System	Windows 10	OsX10.12 or higher	Latest iOS	Chrome Os
CPU	Intel i3 (or equivalent)	Intel i3	iPad Mini1 not supported iPad 1 and 2 not supported	
Minimum Screen Size	11" or bigger	11" or bigger	iPad Mini iPad Air	11" or bigger 11
RAM	4GB or larger	4GB or larger	Recommended 32GB or larger	4GB or larger
Minimum Battery Life	6 hrs or more	6 hrs or more	6 hrs or more	6 hrs or more
Warranty	Encourage 3yr	Encourage 3 yr		Encourage 3 yr
Device Examples	Lenovo Thinkpad 11" HP ProBook 13" Acer Travelmate B118 See BoortDS BYOD portal for more examples	Apple MacBook Air 13"	Apple iPad Apple iPad Mini	Acer 11inch Chromebook HP Chromebook
More examples	<a href="http://www.centrecom.com.au">www.centrecom.com.au</a> <a href="http://boortp12.technologyportal.com.au/">boortp12.technologyportal.com.au/</a> (P'word BoortDS2019) Harvey Norman Leading Edge Comp	<a href="http://www.apple.com.au">http://www.apple.com.au</a> <a href="http://boortp12.technologyportal.com.au/">boortp12.technologyportal.com.au/</a> (P'word BoortDS2019)	<a href="http://www.apple.com.au">http://www.apple.com.au</a> <a href="http://boortp12.technologyportal.com.au/">boortp12.technologyportal.com.au/</a> (P'word BoortDS2019)	<a href="http://www.centrecom.com.au">www.centrecom.com.au</a> <a href="https://boortp12.technologyportal.com.au/">https://boortp12.technologyportal.com.au/</a> (P'word BoortDS2019)
Educational Software	Web browser: Google Chrome, Mozilla Firefox, Safari 6 or newer			
Backup Security Software	All students are eligible to download a free copy of Microsoft Office 365, as they have an education based email account. Instructions to do this will be distributed early in 2019 when all students have their school emails. Students must ensure that their files are regularly backed up.			
Anti-virus	Windows and Mac laptops must include an up to date antivirus software package.			



## Acceptable Use Agreement for Digital Technologies Foundation to Year 4

### Safe and Responsible Behaviour When I use digital technologies, I:

<p style="text-align: center;"><b>Use and care for ICT devices appropriately</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Be a very careful computer user</p> </div> <div style="text-align: center;">  <p>Avoid eating or drinking near computers</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>Use ICT with permission by a teacher</p> </div> <div style="text-align: center;">  <p>Tell a teacher when something is damaged</p> </div> </div>	<p style="text-align: center;"><b>Communicate respectfully by thinking before I post or share.</b></p> <div style="text-align: center; border: 1px dashed black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="margin: 0;"><b>BEFORE YOU</b></p> <div style="display: flex; justify-content: center; gap: 10px;">     </div> <p style="font-size: 2em; font-weight: bold; margin: 10px 0;"><b>think</b></p> <p><b>t</b>- is it TRUE?</p> <p><b>H</b>- is it HELPFUL?</p> <p><b>i</b>- is it INSPIRING?</p> <p><b>n</b>- is it NECESSARY?</p> <p><b>K</b>- is it KIND?</p> </div>
<p style="text-align: center;"><b>Keep all personal information private.</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>Home</p> </div> <div style="text-align: center;">  <p>Phone number</p> </div> <div style="text-align: center;">  <p>Birthdate</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p>School</p> </div> <div style="text-align: center;">  <p>Personal photos or videos</p> </div> <div style="text-align: center;">  <p>Last name</p> </div> </div> <div style="text-align: center; margin-top: 20px;"> <p>Passwords or usernames</p>  </div>	<p style="text-align: center;"><b>Stay safe and ask for help if I feel something is not OK.</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>If you feel unsafe report it</p> </div> <div style="text-align: center;">  <p>Ask a trusted adult for help</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> <p style="text-align: center; margin-top: 20px;">If you feel unsafe, sad or someone is being mean to you, tell an adult</p>

**Please keep this on your fridge or in a prominent place in your home as a reminder of what we do to be Safe and Responsible when using Digital Technologies.**

# Acceptable Use Agreement for Digital Technologies

## Year 5 – Year 12

### Part A: School Profile Statement

Boort District School community recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible offline and online behaviours is essential. This is best achieved with a home-school partnership. We expect that all community members work together to encourage this proactive behaviour.

Boort District School uses programs and procedures that support safe and responsible uses of digital technologies. This statement can define our duty of care for students working with digital technologies.

#### **At Boort District School we:**

- Explicitly educate our students on how to be safe and responsible users of digital technologies;
- Support all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- Have a **Student Engagement Policy** that clearly states our school's values and the expected standards of student behaviour;
- Have a consistent approach to educating students about potential online issues, such as online privacy and intellectual property;
- Supervise students when using digital technologies for educational purposes;
- Provide a filtered internet service that offers the maximum possible protection but acknowledge that full protection from inappropriate content can never be guaranteed;
- Respond to issues or on-line incidents that have the potential to impact on the wellbeing of our students;
- Know that some online activities are illegal and as such we are required to report this to the police;
- Support our community to understand the

importance of safe and responsible use of digital technologies and strategies that can be implemented at home;

- Provide school community members with a copy of this agreement.

### Part B - Student Declaration

**When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:**

- Respecting others and communicating with them in a supportive manner; THINK before you post, being mindful that what you write, photos that you post or what you participate in online is positive.
- Protecting my privacy; keeping secret my personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; seeking their consent before posting or forwarding their personal details or images.
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.

- Any attempt to bypass or circumvent BDS filters will be deemed as 'irresponsible use of resources' and a breach of the **Acceptable Use Agreement**.
- Any attempt to log on using another students user name or password will be deemed as 'irresponsible use of resources' and a breach of the **Acceptable Use Agreement**.
- Asking staff before using ICT equipment or downloading programs, including games, music and videos.
- Agreeing to place ICT equipment and Phones away from work area if requested.
- Avoiding the use of social media to contact other students while at school, in other classes, or if away from school.



**In addition, when I use my personal mobile phone, iPod or other mobile device at school I agree to be a safe, responsible and ethical user at all times, by:**

- Respecting others and communicating with them in a supportive manner through phone calls/texts/images. THINK before you post, being mindful that what you write or participate in online is positive.
- Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes).
- Respecting the privacy of others; only taking photos or recording sound or video at school

when I have formal consent or it is part of an approved lesson.

- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- Not using iPads or computers outside the buildings.
- Not using mobile devices for messaging, making calls or social networking while at school.

### Part C – Student Commitment

#### **Definition of Digital Technologies**

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, iPads)
- BYOD devices
- Mobile phones
- Email and instant messaging
- Internet, Intranet and
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Snapchat, YouTube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities

## Advice for Parents

**\*\* Please keep this as a resource to use at home\*\***

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip and disclosing personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not “Virtual” Issues. They are real and can harm and hurt.

At home we recommend you:

- Make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- Ask them to give you a tour of their “space” if they are using a site which allows them to chat, publish photos, play games etc
- Always get them to set the space to “Private” if they use a social networking site like Facebook, Snapchat, Instagram, Bebo, Pixo etc – They are then in control of who contacts them and can access their information. They can block out anyone at any time.
- Have the device with Internet access in a shared place in the house – **not your child’s bedroom**
- Negotiate appropriate times for your child’s online activities and use of mobile phones.
- Ask questions when your child shows you what they are doing:
  - How does it work and how do you set it up? Can you block out people?
  - Who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
  - Why is this so enjoyable – what makes it fun?
  - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - What are you doing to protect yourself or your friends from these potential dangers?
  - When would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

- They might get the blame for any incident
- They don’t think adults “get” their online stuff – it is for students only
- They might put at risk their own access to technology by either:
  - Admitting to a mistake or
  - Highlighting a situation that might lead a parent to ban their access. (Even to protect them)





# Acceptable Use Agreement for Digital Technologies

## FAMILY AGREEMENT

I have carefully read the *Acceptable Use Agreement for Digital Technologies* and discussed this with my son/daughter/children. We understand the significance of the expectations and agree to abide by them. We are aware that a breach of these expectations could result in digital privileges being suspended or revoked. We understand that there are actions and consequences established within the Boort District School **Student Engagement Policy** if behaviour is inappropriate.

Student Name	Year Level	Student Signature

**Parent/Guardian Full Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

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

Please return this form to the Boort District School office by 14<sup>th</sup> December or the first week of the 2019 school year at the latest.