



Digital Devices Policy

Learning With and Through Technology

Date: Feb 2023

Evaluation and Review: Feb 2025

Rationale:

Rose Park Primary School students are exposed to a variety of digital and online learning opportunities in teaching and learning. Students access information, create and present their learning in multimodal ways in order to ask questions, discuss, reason, clarify and ultimately formulate their own opinions about local and global issues. They are able to communicate, work and share ideas with other schools, libraries, universities and community groups from other states, countries and cultures. Students in years 4-6 are required to purchase their own Chromebook through the RPPS Bring Your Own Device (BYOD) program or can purchase independently through another provider. Students in year 3 are also encouraged to have their own Chromebook although the school does provide access to shared devices in the classroom.

Aim:

To ensure that all students and members of our school community understand the school's commitment to promoting safe, responsible use of digital technologies, and educating students on appropriate responses to any risks to safety and wellbeing when using the internet, mobile phone and digital technologies.

Chromebooks at Rose Park Primary School

Benefits of the Technology in the Classroom:

Development of 21st Century Skills

Critical Thinking	Responsibility	Creativity
Communication	Productivity	Collaboration
Problem Solving		

High levels of Student Engagement - Using a computer, tablet, or other device encourages self-directed learning and helps develop an active participant in the learning process.

Facilitates Peer Collaboration - Students are able to work with others in small groups in an online environment, developing collaboration skills, while providing the opportunity to establish ethical online behaviours in a safe and monitored environment.

Prepares students for the real world - Technology is an integral part of how we work and live, every day. Teaching students how to use technology to learn, research, collaborate, and solve problems will better prepare them for their future.

Why Chromebooks?

Bringing technology into the classroom has been shown to be a successful way to provide a 21st century learning environment, while Chromebooks are increasingly being incorporated into schools because they boost students' capabilities of learning anytime, and anywhere. Online access in classrooms significantly broadens the scope of the learning experience, creative thinking, communication, and collaboration.

Benefits of Chromebooks in Education:

Inexpensive - Chromebooks are substantially cheaper than most laptops. They are designed to provide access, support, and management to Google Apps through *Google Applications for Education (GAfE)*, and other educational programs.

Inherently secure - Chromebooks are cloud-based, constructed to run exclusively by browser, with no installations on the computer. This unique design allows zero accessible networks to be attacked. Chromebooks do not require active firewalls, or anti-virus and anti-malware software. File system encryption is not necessary as only identified users can view files.

Ease of Use/Management - Chromebooks are lightweight, portable, boot up in seconds, provide up to 10 hours of battery life, while all files are automatically saved directly to their Google Drive. If internet access is not available, documents can be worked on and synced when back online. Students still have free access to Microsoft Office Suite through Office 365.

Collaboration - Chromebooks enhance student communication and collaboration opportunities. Gmail and video conferencing all allow students to connect with others, while the shared calendar helps keep abreast of assignments and class work. The use of the GAfE allows students to work collaboratively, in real time, while completing group projects.

User Accounts - As there is no limit on the number of managed users that can log onto a device, Chromebooks can be used by different students, and once logged on, each student has their own personalised profile, and learning experience, with access to their drive and Google Classroom, containing all classwork, and resources. Although easily shared with other students, friends, or family, as they have built in security, there is no risk of unwanted software installations, adjusted settings, or malware.

Security and Technical Information

Specifications – Chromebooks are manufactured by a number of companies, and any Chromebook device is suitable for the BYOD program at RPPS. Suggested technical specifications are as follows:

- 4GB RAM
- 32GB eMMC
- Chrome OS
- Wi-Fi 5, Bluetooth
- 3.5mm Audio jack

Do not purchase any laptop or tablet devices which do not operate ChromeOS (e.g. MacBook / iPad) as these will not be compatible with Google Applications for Education.

Chromebooks can be purchased at computer/electronics retailers. IP Partners, who provide ICT support at RPPS, have a purchasing portal: <https://roseparkprimaryschool.com/> featuring HP Chromebooks and accessories.

Online security while at school - All data uploaded and downloaded from the internet to the Chromebook while connected to the school network passes through the Department for Education (DfE) firewall and internet filtering solution, **SWIFT**.

All internet traffic is inspected, compared to a list of rules and categories defined by the DfE to ascertain whether it is permitted to connect to the requested website. All Google searches are forced to use the "Safe Search - Strict" setting enforced by the DfE Firewall.

Online Security while at home - As with any activity that students undertake outside of school hours, and not on school grounds, online security at home is the responsibility of parents and carers.

There are many useful Australian based organisation websites that provide information and tips on this subject, including:

- Office of the eSafety Commissioner (Australian Federal Government)
- Australian Institute of Family Studies
- <https://www.thinkuknow.org.au/>
- <https://www.carlyryanfoundation.com/resources>

Anti-Malware and phishing protection – ‘Google Safe Browsing’ - The anti-phishing feature in Chrome checks the visited website against a list of known websites which could be considered unsafe. If the website you visited matches the list, the browser displays a warning message. The anti-malware feature prevents users from going to malware-affected websites and downloading malicious content. This option is enabled by default in Chrome.

How is online behaviour monitored?

Teachers and staff supervise and support students' use of digital devices, and monitor students' online activities at school via NetSchool Support. This software provides approved members of staff real time vision of the screens and browsing history of all students using Chromebooks whenever they are connected to the school network, regardless of their physical location. Student online activity is also logged via DfE firewall.

	At school	At home
NetSupport (online monitoring)	Monitored while on-site Must be using a Chromebook	Students cannot be monitored through NetSupport when not at school
G Suite for Education: <ul style="list-style-type: none"> • Docs • Sheets • Slides • Forms • Classroom 		
Internet browsing	DfE and school filters in place, restricting access to social media, games, streaming video or music, gambling, pornography or other inappropriate content. Google Safesearch is ON while using a Chromebook.	DfE and school filters do not apply, however, <i>Google Safesearch is ON while using a Chromebook and their school Google account.</i>
Gmail	Send and receive emails from approved addresses outside of the @roseparkps.com.au domain	Send and receive emails from approved addresses outside of the @roseparkps.com.au domain
YouTube	DfE and school filters prohibit access to YouTube	DfE and school filters prohibit access to YouTube

Creating 'User Profiles':

While the device is managed by the school, the use of secondary personal Gmail accounts on the devices is blocked. The reasoning for this is that the creation of a non-school managed account on the device, allows the student to 'hide' their online activities at school, allowing the installation and use of non-school approved apps and extensions, in addition to bypassing school/ Department for Education security settings. Once the Chromebook is no longer managed by the school, this restriction is removed.

Searching 'Browser History':

Browsing history is not visible unless enabled. The reason being, if students can see the history they can also delete it. If there is ever need to view browser history, school management can direct IT Support to enable this option, in order to view it, and then disable it again.

How do we care for a Chromebook?

The responsibility for the care of the Chromebook solely rests with the student. Students are advised not to lend their Chromebooks to another person, and to treat devices with care at all times. Food and drink should be kept away.

Storage - When not in use, during the school day, devices are stored securely and locked in classrooms. Chromebooks are expected to stay in the classroom during break times. Chromebooks are to be taken home every day and charged overnight. For students attending OSHC, the Chromebook can be used for homework with permission from an OSHC staff member.

Cleaning - Students are expected to take responsibility for the care of their Chromebook in relation to carrying, cleaning, storage and security both on and off-site. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings and do not use window cleaner, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

Charging - Chromebooks should be brought to school each day fully charged. To preserve the life of the battery, the Chromebook should be charged when the battery monitor is displaying less than 10% of battery power. Failure to bring a fully charged Chromebook to school may significantly impact upon a student's ability to engage independently in learning for that day.

Labelling - Chromebooks and other accessories should be clearly labelled with the child's first and last name.

Caring for the screen - Students should not apply undue pressure to the screen with your finger or an object. The screen should not be twisted or bent as this will cause the screen to crack. Items should not be placed between the keyboard and screen or on top of the Chromebook.

Caring for the charger - Wrapping the power leads around the AC adaptor creates excessive heat and stress where the lead joins the adaptor body and will cause premature failure of the leads. The adaptor should be stored in the protective case where it will not put pressure on the LCD screen. Cables should not be crimped or the adaptor swung around. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

Replacement and repair - Parents take full responsibility for any repairs or replacements outside of the warranty period. Warranty repairs for devices purchased through Rose Park Primary School will be managed by the school.

Using the Chromebook while at School - On average, our teachers have found 1.5- 2.5 hours per day of students' time at school was spent using a device. Typically, the time spent using devices in the classroom is for short bursts as required, rather than being spent focussed on a screen for extended periods. The device may also be used in a 'passive' manner; for the use of accessing materials and resources while

working within the 'traditional' classroom environment. To support students' well-being, teachers are attentive to the need for students to move regularly and change position, while also promoting good posture while using devices. This is achieved through implementing a number of strategies, including:

- Regular breaks, stretching and moving
- Use of a wireless mouse, instead of the device trackpad
- Angling the Chromebook screen to minimise neck bending
- Placing the Chromebook on a folder or pile of books to raise the screen to eye height

Personal Electronic Devices - Please refer to the *Student use of mobile phones and personal devices at Rose Park Primary School* policy document regarding devices including, but not limited to:

- Mobile phones
- iPods (portable music players)
- Smartwatches (with messaging capabilities)
- Electronic gaming devices

Student Expectations:

- Devices are brought to school at entirely the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft
- Devices are to be turned off and given to the class teacher at the beginning of the school day to be locked away, and returned to the student at the end of the day
- Students not following these expectations will be directed to a member of Leadership

Parent, Visitor, Volunteer and Community Member Expectations:

- Adults who are participating in activities, meetings, interviews or learning spaces should have their phones switched to silent to avoid disruption to learning
- All parents and visitors are to take and make mobile calls outside teaching and learning areas
- Photographs of children by community members must not be taken during school hours or on school grounds, unless permission is sought from the parents of the child

Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact to ensure your child is reached quickly and assisted in an appropriate way.

All members of the school community:

Students, staff and community members with mobile phones should not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, making phone calls or using social media. Students using mobile phones to bully other students will face disciplinary action at school. Parents and/or students affected by any bullying or harassment will be advised to lodge a complaint with their service provider or SAPOL as this type of behaviour contravenes the telecommunications act.

It should be noted that it is a criminal offence to use a mobile phone (text message, social media etc) to menace, harass or offend another person.

RPPS Digital Technologies Student User Agreement

The RPPS Digital Technologies Student User Agreement is to be read, completed and signed by both student and parent/carer at the start of each school year. The agreement addresses the following points.

As a member of the Rose Park Primary School (RPPS) community, I will:

- keep my password private and not ask others to share their password
- not reveal personal addresses or contact numbers over the internet including my own log onto the RPPS network, 'Google Apps' or any other digital device using only my username and password provided by the school
- only use learning technologies at RPPS (including the internet) for learning related activities
- only use devices – laptops, ipads and Chromebooks when teachers instruct me to, and take care to check the credentials and reliability of any information obtained from the internet
- treat all learning technologies with respect and due care
- not attempt to modify the application or operating system software provided on my Chromebook without written permission from the class teacher
- not access or store offensive images or audio on the Chromebooks or other digital storage devices
- abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works
- not use digital technologies to harass or bully another student and abide by conventions of etiquette and be respectful of others
- not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teachers right away
- promptly report damage to the hardware and/or software to the class teacher and IT Support staff
- take all reasonable precautions to ensure that the Chromebook is not lost or damaged
- fully charge my Chromebook each evening in preparation for the next school day
- transport my Chromebook in a protective bag at all times and store my Chromebook safely
- be supervised by my parents/ carers who will monitor my use of the Chromebook and internet at home, as this is not the responsibility of the school.