



DIGITAL LEARNING POLICY

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Learners at Brighton Secondary School

Brighton Secondary School is an innovative, safe school that delivers relevant curriculum and promotes rigour, relationships and lifelong learning.

Rationale

Brighton Secondary School has a vision to be the school of choice for the holistic education of boys and girls.

The Digital Learning program for all students enables change in pedagogical practices to engage students with the curriculum. The program provides a vehicle for a personalised learning program and supports a constructivist approach to creating curriculum.

In keeping with the National Educational Goals for Young Australians, we aim to promote and to lead world's best practice for curriculum delivery and assessment and improve the educational outcomes for all students.

This policy provides direction to staff, students and parents/caregivers on procedures, responsibilities and expectations with regard to the Digital Learning program. The Governing Council has endorsed the program and approved the financial commitment based on a formal poll of parents/caregivers.

iPads

Current research suggests that the interactivity of tablets is very suited to Middle School students. Consequently, the Digital Learning Program was modified in 2014 to include iPads (Years 8 and 9) and MacBooks (Years 10 to 12). The iPad program is a Bring Your Own Device (BYOD) program, which means the iPad is purchased by the parent/caregiver and belongs to the student from the outset. This was endorsed via a formal poll of parents/caregivers.

Policy Development

Extensive research and consultation with all stakeholders will continue to occur in order to review the Digital Learning program and policies to ensure alignment with the school's strategic plan.

Loss, theft or accidental damage to the MacBook

Where a loss, theft or damage is the result of negligence, carelessness, inattention or apparent disregard for the laptop or malice, parents/caregivers will be charged for the repair or replacement cost of a new MacBook.

Brighton Secondary School will only replace or repair student MacBooks under the following conditions:

- Negligence, carelessness, inattention, apparent disregard, or malice are ruled out
- The student submits a *MacBook Support Request* form, available from the IT Services Office or Student Reception
- The student and parent/caregiver sign a witnessed statutory declaration (witness must be a JP or Public Notary) with full details of the incident
- Stolen/Lost laptops must be reported immediately by the student or parent/caregiver to the police and provide the school with the police report number on the *MacBook Support Request* form.

In the case of theft, loss or accidental damage to the MacBook, repair or replacements from a pool of similar vintage will be made at the discretion of the school.

The *MacBook Support Request* form and blank Statutory Declarations are available from the IT Services Office or Student Reception. Parents/caregivers may obtain the form from the Front Office. Completed forms should be submitted to the IT Services Office where they will be considered by the Senior ICT Services Manager, who will make a recommendation to the ICT Admin Committee. The ICT Admin Committee will decide on the recommendation based on available evidence.

Loss, theft or accidental damage to the iPad

As the iPad belongs to the student, the school will not take responsibility for any loss, theft or damage.

Insurance

Brighton Secondary School strongly recommends families add the supplied MacBook as an item on their own 'Home and Contents' Insurance. Families are encouraged to insure the iPad at home, at school and in transit to and from school.

Loan MacBooks

Loan MacBooks may be available from the IT Services Office.

If a student must await the repair or replacement of their MacBook they may receive approval to borrow a MacBook for the duration of the repair/replacement period. The MacBook must be returned to the IT Services Office for re-imaging at the end of the loan period. Short-term loans will not be made in circumstances such as:

- when a student does not bring their MacBook to school
- when the battery goes flat.

Any 'loan' MacBook still in student possession at the end of Term 4 must be returned to the IT Services Office before the start of the school summer holidays. Failure to do so will result in school consequences and the privilege of using a 'loan' MacBook revoked in the future. If the loan is not returned before leaving Brighton Secondary School, parents/caregivers may be billed for the cost of a new replacement.

Ownership

MacBooks

All MacBooks remain the property of the South Australian Minister for Education and Childhood Development for the duration of the program. Brighton Secondary School will dispose of the MacBook at the end of life, i.e. four years, by transfer of ownership to student. This will only occur if the student completes Year 12. At this time, students will be required to return the MacBook to the school's IT Services to remove school licensed software and process the MacBook for transfer of ownership. Any student who fails to have school licensed software removed may be liable to copyright infringement as per the Copyright Act 1968.

If a student leaves the school prior to the completion of the program (i.e. before the end of Year 12) they must return the MacBook to the school's IT Services. Any damage to the MacBook will incur a repair cost under Regulation 52.

Students who enrol at the school in Year 10, 11 or 12 will be provided with a laptop of similar vintage to their year level.

iPads

The iPad belongs to the student. However, the student is required to abide by the *iPad Use Agreement* signed by the student and his or her parent/caregiver at the start of the school year.

MacBook Payments

Governing Council approved the school fees, including the Digital Learning Program and these were endorsed via a formal poll of parents/caregivers.

Brighton Secondary School includes the fee for the Digital Learning Program in the annual school fee and payments are to be made as per normal school fee arrangements with the school.

In providing a Digital Learning Program and additional specialist computing areas, Brighton Secondary School will go beyond a 1:1 computer to student ratio.

The Digital Learning Program cost consists of:

- MacBook lease
- School Servers
- Learner Management System
- Provision of additional school Internet
- MacBook Replacement Pool
- Adobe Creative Cloud
- Microsoft Office
- Selected school textbooks in e-format

General Policy

(Including the obligations of students and the responsibilities of staff and parents/caregivers.)

Acceptable Use

1. Students must take the iPad/MacBook to all lessons unless the teacher has requested otherwise. Teaching and learning programs will make use of the iPad/MacBook to benefit students' learning through inquiry, collaboration and new ways of demonstrating knowledge.
2. Off-task behaviour will be subject to consequences in line with Brighton Secondary School's Responsible Behaviour policy.
3. Any pornographic material, illegal movies / TV series / game downloads etc. found on a iPad/MacBook will result in suspension and/or exclusion from school. The South Australian Police will be notified regarding any unlawful activity.
4. The use of the iPad/MacBook is on the understanding that students will follow teacher instructions and access applications and files in safe and ethical ways. Students must not disrupt the smooth running of any school ICT systems nor attempt to hack or gain unauthorised access to any system. The school's wellbeing and responsible behaviour processes extend outside of school hours or off site.
5. Brighton Secondary School reserves the right to monitor the content of student iPad/MacBook and may conduct live monitoring of activity on the iPad/MacBook.

Students must permit school staff and parents/caregivers to perform checks when requested and may have ‘Parental Control’ enabled by the school at the school’s discretion.

6. Teachers and parents/caregivers may recommend students for ‘Parental Control’ where a student will have limited privileges and be unable to install software. These limited privileges may include websites, times of day, software, mail and chat.
7. Consequences for inappropriate use will be in accordance with Brighton Secondary School’s Responsible Behaviour policy and may include confiscation of the iPad/MacBook for a period of time or managed privileges, at the discretion of Faculty Leaders, House Team or School Leadership staff who will store the iPad/MacBook and be responsible for all communication with regard to return of the iPad/MacBook. Where a student is suspected of any unlawful activity, it will be reported to the South Australia Police.
8. At the discretion of the school, a student’s iPad/MacBook screen may be displayed at any time to visitors in the school. Students’ screens may be shared on any of the large display screens in the school.
9. When a pattern of non-attendance is identified, student MacBooks may be confiscated until attendance improves.
10. When a student is Externally Suspended their MacBook may be confiscated for the period of the suspension.
11. The AirDrop function on the iPad and MacBooks is to be switched off at school at all times.
12. The camera is only to be used in class with teacher permission. Photos of another person must be with their permission.
13. The Meraki Mobile Device Management software (or other MDM utilized by the school), and its associated profiles/files, must remain installed and operational on the MacBook and iPad at all times.

Cyber Safety

Staff, students and parents/caregivers must familiarise themselves with the content of the 2009 document *Cyber-safety: keeping children safe in a connected world: Guidelines for schools and preschools*.

The following is an excerpt from the overview of the Cyber-safety document:

“Learning is a social activity. It happens when people interact with other people and their ideas, knowledge and perspectives. ICTs provide children and students with new and engaging ways to learn. ICTs expand social and knowledge networks so that children and students access current information, interact with experts and participate in peer teaching and learning.

Using ICTs they can publish their learning, as evidence of achievement or to invite feedback for improvement. It is important to both protect and teach children, students and adults, while they learn to use ICTs and become responsible digital citizens. This includes adults thinking ahead of new risks and children and students learn how to avoid exposure to inappropriate material or

activities, and protecting themselves when they are online. They need to learn how to use ICTs, including mobile technologies and social networking sites, in responsible and ethical ways. In addition, they need to feel confident about alerting the adults in their lives when they are feeling unsafe, threatened, bullied or exposed to inappropriate events. In response, these adults need to take appropriate actions to protect the child or young person.”

Key aspects of Cyber Safety include:

- 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 such as financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others.
- Students must not use their school e-mail address in non-school online communications as this e-mail address contains their personal name and school details.
- Students must use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
- Students must not forward inappropriate material to others.
- Students should never respond to message or bulletin board items that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable - these messages should be reported to a teacher.
- Students must inform their teacher immediately if they see anything on a website that is inappropriate, unpleasant or makes them uncomfortable.
- Parents/caregivers and teachers should actively monitor online behaviour and encourage their child/student to follow Cyber-safe strategies.

Internet Usage at School

According to Department For Education ICT Security, Internet Access and Use, and Electronic Mail and Use policies, 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 students 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 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 (e.g. Torrent)
- using for non-educational related streaming audio or video
- using for religious or political lobbying
- downloading or sharing non-educational material.

While Brighton Secondary School will make every reasonable effort to provide a safe and secure online learning experience for children and students, Internet filtering is not 100 per cent effective and it is not possible to guarantee that children and students will not be exposed to inappropriate material.

The cost to access the Internet at school is currently included in the school fee and allows for students to make reasonable use of the Internet for the purpose of learning. Internet traffic is monitored and students making unreasonable downloads will incur an additional fee.

Internet Usage at Home

Internet browsing by students at home or from other non-Department For Education sites is permitted. **Please note this will not be filtered or monitored by Brighton Secondary School.**

Brighton Secondary School accepts no cost for Home-Internet provision. In order to ensure equity of access to the curriculum, school learning tasks that require compulsory Internet access out side of the subject lesson will have a due date greater than two nights.

The Internet Service Provider provides Home-Internet logon details, and it is the responsibility of the student/parent/caregiver to setup the Home-Internet connection on the iPad/MacBook (generic instructions will be provided at the 'Welcome to your iPad/MacBook' session).

Students using the MacBook at home to access the Internet must do so in a safe and ethical manner, with parental permission – please refer to the 'Parental Control' section for details of how parents can use the operating system to monitor student Internet activity. Parents/caregivers should actively monitor and discuss their child's use of the Internet.

Passwords

Department For Education ICT Security and Internet Access and Use policies contain the following main provisions with regard to passwords:

- Passwords must be kept confidential and not displayed or written down in any form.
- Passwords must not be words found in a dictionary, or based on anything somebody else could easily guess or obtain using person-related information.
- Students must not disclose their personal passwords to any person other than BSS IT staff and Principal Team members, and except on Brighton Secondary School IT Support request forms.
- Students will be accountable for any inappropriate actions (eg bullying, accessing or sending inappropriate material) undertaken by someone using their personal user-ID.

Copyright

Students must realise their responsibilities regarding intellectual property and copyright law and ethics, including acknowledging the author or source of information. To ensure compliance with copyright laws, students must only download or copy files such as music, videos or programs, with the permission of the owner of the original material. If students infringe the Copyright Act 1968, they may be personally liable under this law.

Printing

Staff and students are encouraged to transmit work electronically and lessen the need to print documents. Students will be permitted to print to printers from all devices. Printing restrictions and charges apply.

Software installation, games and music

Students may have Administrator access to their iPad/MacBook and may be permitted to install certain types of software and files provided they have acquired a legitimate license. Student installed software must be educational in nature or have a direct relationship to student learning. Non-educational software, games and music are not recommended as they will unnecessarily use

space on the hard drive and therefore impede use of the iPad/MacBook for learning. Students using non-educational software, games and files at school will be subject to consequences according to the 'Acceptable Use' section. In instances where the MacBook's performance is restricted due to student installed software and files the MacBook hard drive will be erased and re-imaged by IT Services.

Under no circumstances may software and files be installed without the appropriate license. Students doing so will be liable to prosecution.

Parents/caregivers are encouraged to regularly monitor the contents of the iPad/MacBook.

Social Networking

Under certain circumstances social networking sites may be beneficial for learning. However, in many instances social networking sites can be a distraction and potentially unsafe. Students must seek permission from their teacher or parent/caregiver before accessing social networking sites.

School Internet filters block many social networking sites. Parents wishing to filter Home-Internet on the MacBook should refer to the section titled 'Parental Control'.

Students using social networking sites without permission during lessons will be subject to consequences according to the 'Acceptable Use' section.

Students are reminded to use Cyber-safe strategies and use the Internet in a safe and ethical manner.

Parental Control

The MacBooks are preloaded with 'Parental Control' software. By default this is turned off. Parents/caregivers seeking to manage, monitor, and control the time their child spends on the MacBook, including the sites they visit, and the people they chat with, can request that Parental Control be turned on.

In the event that a parent/caregiver would like to turn on 'Parental Control' they must complete and return a MacBook Support Request form to the IT Services Office. These forms are available from the IT Services Office, Student Reception and the Front Office.

Please note that the implications of turning on 'Parental Control' include:

- The school or parent/caregiver will have an administrator account on the MacBook.
- The student will no longer have administrative privileges to the laptop.
- The student will no longer be able to change settings or install software unless the parent/caregiver is present to enter their password – the school will not provide ICT Support in this instance.

Private Laptops and Personal Devices

Private laptops and personal devices add complexity to the functionality and maintenance of the school network. Only BYOD iPads and school-supplied MacBooks, providing they have the standard image applied, can be supported by the school.

Only staff, students, and other school-approved users are permitted to access the school's network.

Mobile Device Management

A Mobile Device Management (MDM) system will be installed on all iPads and MacBooks in order to improve productivity in class, help prevent distraction, assist in locating lost or stolen devices, and allow the school to provide additional software free of charge.

The MDM system is mandatory and must be installed on both your personal and school-owned devices (iPads and MacBooks respectively), if they are used on school premises. Should it be detected that the MDM has been removed, the student will lose access to all school systems on their devices until it is re-instated.

Brighton Secondary School cannot see personal information, email, photos, messages, Apple Accounts, the camera, or credit card details on personal devices through the MDM system. Only the owner of an Apple ID can authorise purchases, and no location tracking data is stored by Brighton Secondary School.

Training and Development

Training and development will be provided in order to familiarise students and their parents or caregivers with the iPad/MacBook. It is expected that parents/caregivers and students will attend an initial session in order to setup/receive their iPad/MacBook. This session will cover:

- Welcome to your iPad/MacBook
- Cyber Safety
- Parents/Caregivers use of the iPad/MacBook
- Using the iPad/MacBook for learning

Occupational Health Safety and Welfare

Students are advised to consider the following advice when using their iPad/MacBook:

- taking regular rest breaks within the confines of the classroom and at the discretion of the teacher
- not using the iPad/MacBook for more than 2 hours in any one session
- working in an environment free from glare
- using the MacBook on a desk rather than on the lap whenever possible
- angle the screen to minimise the need to bend the neck
- maintaining good posture.

The main feature of mobile devices that causes problems is the minimal amount of ergonomic adjustment – this promotes poor posture. Students should be aware of their mobility while using the iPad/MacBook.

Preventing Eye Strain

Eye-strain and headaches can be caused by the constant viewing of small objects on small screens, incorrect monitor position, or glare or reflection from lighting sources. The risk of eye-strain can be reduced by ensuring students:

- work in environments free from glare or reflection
- have adequate lighting
- increase font size for comfortable viewing
- position the screen for comfortable viewing distance
- take frequent breaks from the screen, for example: every 20 minutes look at something 20 feet away (approx 6 metres) for 20 seconds
- regularly blink to lubricate your eyes.

Digital Learning Program
Student and Parent/Caregiver
iPad Use Agreement

For the Students:

I am aware and agree to the school’s initiatives to maintain the care, use and management of devices in a cyber-safe learning environment. I agree to comply with my obligations set out in the policy document, Brighton Secondary School – Digital Learning Policy 2018.

I am aware that by failing to comply with the requirements of the policy I may be subject to having the iPad confiscated and inspected.

I understand that I am responsible for any damage to the iPad.

Name of student..... Homegroup:

Signature of student..... Date.....

For the Parent/Caregiver:

We are aware and agree to the school’s initiatives to maintain the care, use and management of devices in a cyber-safe learning environment. Therefore I agree to take all possible steps to ensure the above signed student complies with the user agreement obligations set out in provided policy document, Brighton Secondary School – Digital Learning Policy 2018.

I understand my child is responsible for any damage to the iPad.

Name of Parent/Caregiver.....

Signature of Parent/Caregiver..... Date.....

Please note: This agreement will remain in force as long as your child is enrolled at this school.
If it becomes necessary to add/amend any information or rule, you will be advised in writing.

PLEASE RETURN A COPY OF THIS AGREEMENT TO YOUR CHILD’S HOMEGROUP TEACHER OR SUBMIT
AT THE IPAD ROLLOUT EVENING
PLEASE KEEP A COPY FOR YOUR OWN REFERENCE.
WITHOUT A SIGNED AND RETURNED USE AGREEMENT IPAD USE AT SCHOOL WILL NOT BE PERMITTED

Digital Learning Program
Student and Parent/Caregiver
MacBook Use Agreement

AT SCHOOL AND TAKEN HOME

For the Students:

I am aware and agree to the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. I agree to comply with my obligations set out in the policy document, Brighton Secondary School – Digital Learning Policy 2018.

I am aware that by failing to comply with the requirements of the policy I may be subject to having the provided MacBook recalled.

Name of student..... Homegroup:

Signature of student..... Date.....

For the Parent/Caregiver:

We are aware and agree to the school's initiatives to maintain the care, use and management of computers in a cyber-safe learning environment. Therefore I agree to take all possible steps to ensure the above signed student complies with the user agreement obligations set out in provided policy document, Brighton Secondary School – Digital Learning Policy 2018.

I understand regulation 52 of the Education Regulations 1997 (set out below) may be applied where there is damage to the provided MacBook.

Regulations 52.

Where a student enrolled at a school damages school equipment or property the head teacher may require that student to meet the cost of repairing that damage and if, on request, the cost is not met by that student, it may be recovered by the Minister by action in a court of competent jurisdiction.

Name of Parent/Caregiver.....

Signature of Parent/Caregiver..... Date.....

Please note: If it becomes necessary to add/amend any information or rule, you will be advised in writing

**The MacBook remains the property of the Department For Education until such time
as your child completes year 12**

PLEASE RETURN A COPY OF THIS AGREEMENT TO YOUR CHILD'S HOMEGROUP TEACHER

PLEASE KEEP A COPY FOR YOUR OWN REFERENCE.

WITHOUT A SIGNED AND RETURNED USE AGREEMENT A MACBOOK WILL NOT BE ALLOCATED