

Learning Technologies

School Policy Documents

2014

**Together we can for every child, every day, in every
classroom.**



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Introduction

The introduction of learning technologies at River Gum Primary School has added a new dimension to school life. Students, staff and parents will all have many opportunities over the coming years to interact, learn and achieve using our technology facilities.

Our vision for ICT at River Gum Primary School is to develop the knowledge, understanding and capabilities of all to become confident, competent and responsible users of ICT; where access to ICT equipment and resources is readily available within and beyond the school environment to allow for “anytime, anywhere” learning; where ICT is embedded into every day activity; used to personalise the student learning experience towards improving student learning outcomes and with learning environments being transformed into global learning communities.

To make the most of these opportunities, staff and students need skills that in many cases are new and unfamiliar. They need to understand the technologies they are using and the procedures they should follow to make them responsible and reliable users of learning technologies.

The purpose of this document is to introduce procedures and guidelines designed to assist users of learning technologies in maximising their effectiveness, and to ensure that our substantial investment in learning technologies is preserved and respected.

All users of learning technologies at River Gum Primary School are expected to familiarise themselves with the contents of this document and to adhere to the principles and guidelines it contains. All users are required to sign the *Agreement to Use Learning Technologies at River Gum Primary School* (see Appendix A). Students are required to sign the form themselves and to also have the same form signed by a parent or guardian. The form is an acknowledgment that the person has read this document and agrees to its contents.

Other documentation associated with this eSmart Policy includes:

- Staff Manual
- Effective Schools and Engaging Schools - Student Engagement Guidelines
- [DEECD ICT Acceptable Use Policy](#)
- River Gum Primary School Acceptable Use Agreement/Policy 2014
- River Gum Primary School Bullying and Harassment Policy 2014
- [DEECD Netbooks for Staff Program website.](#)

1. HARDWARE MANAGEMENT

The following procedures and guidelines must be observed when using learning technology hardware at River Gum Primary School:

1.1. Equipment configuration

Users of learning technology equipment are not permitted to alter the configuration of any equipment without the approval of the ICT Coordinator or School Technician. In the case of computers, this means students must not do things like: change printer connections and setting; altering wallpapers, backgrounds or screen savers; adding or removing icons or shortcuts to the desktop, etc.

1.1.2 Movement of hardware

Hardware may only be moved at the direction of a staff member. No hardware may be removed from the school's premises without the prior approval of the ICT co-ordinator or the Principal. Any change in the location of ICT equipment needs to be reported to the office so this change can be reflected in the asset register.

1.1.3 Liability for damage

Non Adherence to the River Gum Primary School Learning Technologies Acceptable Use Policy will be handled under River Gum ICT Acceptable Use Policy consequences.

1.2. GENERAL USE GUIDELINES

- Hands must be clean at all times when using Learning Technologies equipment.
- No food or drink is permitted near any Learning Technologies equipment.
- If in doubt about correct procedures to follow when using Learning Technologies equipment, students must ask for assistance from the teacher supervising them at the time. If staff are unsure of a correct procedure, they should seek clarification first from their team leader and then from the ICT Co-ordinator.
- Mobile phones, magnets, paperclips and other metallic\magnetic items must be kept away from the computers due to electrical interference and the potential for data loss.

In addition to the above, specific hardware may have specific requirements regarding its use. Please refer to the appropriate section within the Learning Technologies Policy for more information.

2. HARDWARE DEVICES

2.1. Interactive Whiteboards\INTERACTIVE PROJECTORS

Within the main building most classrooms have been fitted with an Interactive Whiteboard and in each double portable an IWB has been fitted . It is expected that co-teaching teams will evenly share and allocate use of the IWB for teaching and learning purposes.

For the SmartBoards located within the main building, these devices have:

- Smartboard Installation Drivers CD
- Notebook Interactive Whiteboard Software
- 4 coloured pens (black, blue, red & green) and an eraser
- Projector Remote Control

For Epson\NEC Interactive Projectors located within portables, these devices have:

- Installation CD
- Teamboard Software
- Interactive Pen
- Projector Remote Control

2.1.1. INSTRUCTIONS FOR USE

When using the Interactive Whiteboards:

- Ensure users have 'clean hands'.
- Only the supplied pens are used to scribe on the boards DO NOT write on them with any type of marker.
- The task of 'calibrating' the board is carried out by the teacher; not by students.
- Ensure that the projector is switched off at the end of the session by using the remote or on\off button on the projector unit. (Switching off immediately at the powerpoint does not allow for the fan to cool the projector and can cause damage to the lamp)
- Ensure associated cables (USB, VGA and sound) are stored safely to avoid tripping hazards
- Ensure that the projector is switched off at the end of the day to conserve power and preserve the lamp.

2.1.2. INTERACTIVE WHITEBOARD PEDAGOGY

Interactive Whiteboards are powerful tools, however it is easy to use fall into the trap of using the board as a 'glorified overhead projector'.

Consider:

- Are students getting the opportunity to 'touch' the board ?

- Are you using the board in a mix of whole-class and small group settings ?

2.1.3. IWB Trouble Shooting

Check:

- Is the projector switched on?
- Are all cables plugged in and attached?
- Speak to the CTT.
- Log a job for the school technician using GenEd <https://vic.gened.com.au/portal/group/river-gum-primary-school-daily-information-13016228/ict-issue>
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2.2. Printers

Staff have access to the following Black and White & Colour printers:

- Double Story - Sharp MX 700U Located in the Foundation Building B&W
- Room 27 - Sharp MX 700U Located in the Junior Learning Space B&W
- Prep Building - Sharp MX 5001N Located in the Junior Learning Space B&W & Colour
- PAC Located in the PAC

Staff will be responsible for informing the office if toner on the copiers is falling low. Staff will also be responsible for clearing paper jams or in the event they are unable to, they are responsible for informing the office of the jam.

Where possible, double sided printing should be used to minimise financial and environmental impact. Please configure your print job to print double sided prior to sending through to the printer.

2.3. Digital Cameras

The school has access to a bank of iPods that allow for the recording of short videos. These are allocated one to each classroom. Each iPod comes with a USB cord to enable downloading and charging.

2.3.1. INSTRUCTIONS FOR USE

When using the iPod:

- Pictures/videos taken should be downloaded as soon as possible and then deleted from the memory to ensure space is available when needed.
- All items (USB cord, charger etc...) are returned following their use.
- iPods are charged following their use and ready for use next time.
- Students use iPods appropriately

2.3.2. Publication of Photographs

Photographs and videos containing students are not to be published (online or in print) without the prior written consent of the student's parent\guardian. Photos published online are to be of groups of students with students only being referred to by their first name, class or year level.

If the need arises to publish an individual photograph, consent of both the parent and student needs to be obtained.

Adult members of the school community who will be participating in an event that may be recorded (photograph, video, audio and/or other recordings) for promotional, marketing and or communication activities will also need to complete the appropriate documentation.

2.4. Digital movie camera\tripod.

The school has access to 1 digital movie camera and tripod. There is also a bluetooth microphone to use to improve the quality of sound recording. Staff are to use this equipment or strictly supervise student use.

2.4.1. INSTRUCTIONS FOR USE

- Pictures\videos taken should be downloaded as soon as possible and then deleted from the camera memory card to ensure space is available for the next user.
- All items (USB cord, SD Card, battery etc...) are returned following their use.
- Cameras are charged following their use and ready for the next user.

2.5. iPads

The school has access to a total of 24 iPads. These have been placed in a trolley in the office.

2.5.1. INSTRUCTIONS FOR USE

iPads must be collected and returned by a member of staff each day. Please do not send students to collect\return iPads. iPads must be booked and signed for by a member of staff, the booking & sign out form can be found in the office.

Please ensure that ALL iPads are returned to the trolley in the correct space, that they are plugged into their charger cords securely, and the trolley, once returned to the office, is plugged in to recharge the iPads. **Please ensure iPads are cleared of footage/pictures and or data before returning them to the trolley.**

In the event that one of the iPads is not functioning correctly, please log the issue on GenEd Log ICT issue and record clear details of what isn't working (eg: can't connect to network, won't turn on etc...) and ensure you have included what number iPad it is.

2.5.2. iTunes Accounts\apple volume purchasing program:

Apps that appear "free" in the iTunes store are able to be installed on to the school iPad fleet. This must be done via the school technician. Please advise well in advance (at least 1-2 weeks) if you require an app for an upcoming lesson.

Apps that involve a cost are able to be obtained via the Apple Volume Licencing Program to purchase apps at Educational Prices. This must be done via ICT Co-ordinator & Executive and once approved, then school technician. Please advise well in advance (at least 1-2 weeks) if you require an app for an upcoming lesson.

2.5.3. iPad Pedagogy

iPads are powerful learning tools, however it is easy to use fall into the trap of using the iPad as a 'drill & skill' tool.

Consider:

- How can students 'produce' or 'create' a product that demonstrates their learning using the iPads ?
- Using multiple apps\creating 'workflows' that may have students perform one task in one app and then transfer their work to another app to take their work\learning further.
- Be aware that some websites use 'flash' coding to run their site on computers and that this may not work or work differently on an iPad. It is a good idea to test the site you wish to use on an iPad prior to running your lesson or activity.
- Installing the 'AirPlay' software on your laptop so students can project their work to interactive whiteboards\projectors
- Having students using their e-mail accounts or apps to transfer work between iPad\school network
- Using students 'Google Apps' accounts to create documents, spreadsheets and\or presentations that can be accessed both on the computer\iPads.
- Producing QR Codes for students to quickly 'scan' and access websites and other online resources.

2.6. Laptop Fleet

Each class has access to a minimum of 7 or 8 PC Netbooks. These are stored in classrooms in a locked cage or in the larger learning spaces where there are more netbooks a locked trolley.

2.6.1. INSTRUCTIONS FOR USE

When using the netbooks, please ensure that:

- Laptops are returned to the cage/trolley and that the power cord is plugged in to the laptop.
- ALL laptops are returned at the end of a session. The laptops are part of a complete collection - do NOT separate the collection.
- In the event one of the laptops is not working please log the issue on GenEd - Log ICT issue and record clear details of what isn't working (eg: can't connect to network, won't turn on etc...) and ensure you have included which netbook it is.
- Cages/Trolleys are to be locked at all times when laptops are not in use. Especially at the end of each day.
- When logging in students are to use their CASES codes.

2.7. Staff Laptops

All teaching staff employed by DEECD and those that are on central payroll are eligible for the DEECD Netbooks for Staff Program.

Staff have the option of choosing between a PC and Mac notebook device. The cost of this is deducted each fortnight from employees pay and will appear on their payslip. Staff are able to monitor their laptop lease and date for rollover through [the DEECD Netbooks for Staff Program website](#). Please refer to DEECD acceptable use policy.

2.8. Mobile Phones

2.8.1. Staff Mobile Phones

Personal mobile phones must not be used in learning spaces during school times. Please ensure that they are set to silent and retrieval of voicemail messages occurs at break times. SMS text messages are not appropriate during teaching time. Mobile phones are to be switched off or set to silent during all meetings.

2.8.2. Student Mobile Phones

Students are encouraged not to bring mobile phones to school. However if a student does need to bring a phone, students' personal mobile phones must not be used or taken out during school hours. Students must keep their mobile phones in their school bag. The school takes no responsibility for lost mobile phones.

2.9. Software Loading

The ICT Technician is the only person authorised to load software onto a network server. No software is to be loaded on any learning technology equipment without the knowledge and approval of the Executive Team.

The licence for any software used at River Gum Primary School must be held by the school. Only original, manufactured supplied software is to be loaded onto the school network and/or workstations. It is the responsibility of the person introducing the software to the school to ensure that no licence breach will occur through the software being used at the school. The ICT Technician will maintain a register of software licences.

2.10. SCHOOL SPECIFIC SOFTWARE

River Gum Primary School uses the following software packages in the management of student learning and school organisation.

2.10.1. GenEd

Our school utilises GenEd for Daily News, school documentation storage and Reporting. Teachers, students and parents utilise this framework to further students learning. Staff that require access to GenEd must contact the GenEd co-ordinator (Fiona Brown). This is the schools preferred mode of communication.

2.10.2. eCASES – ONLINE ATTENDANCE

Our school utilises [eCASES](#) to help facilitate student attendance record keeping. Staff that require access to eCASES for online roll marking will need to speak to the Office Business Manager to arrange a username and password for access. Staff must also ensure they follow

the correct procedures regarding the recording of student attendance to ensure consistency across the school.

2.10.3. maths 300

River Gum Primary School has a subscription to Maths 300.

The software can be installed on staff computers. Maths 300 is managed by the Numeracy co-ordinator.

2.10.4. GradeXpert

This program is a data tracking program. This database allows us to track academic and behavioural progress in a students' time at our school. Access to this database is available to staff.

3. Viruses

Any person detecting a virus or what they believe may be a virus on any equipment must immediately notify Executive and the ICT Technician.

Upon being informed of the virus, the ICT Technician will advise all staff and students to stop using all computers immediately. Further use of the computer equipment will not restart until the ICT Technician gives permission.

No person shall disable or modify any virus detection or prevention methods in place on school equipment.

4. NETWORK File Management

Each user of the computer network at River Gum Primary School is allocated a folder on the network server where he/she can store files.

- Each staff member has their own personal folder
- Students in Years Prep to 6 are allocated class folders
- Any student/staff member found deleting/changing the folders or work of others will be dealt according to the ICT Acceptable User Policy/Agreement

It is the responsibility of each network user to ensure that:

- No inappropriate or offensive material is stored in their network folder;
- Folders are not added/deleted/moved without approval;
- The amount of space taken up by their network folder is not unduly large.

The ICT Technician and Principal are empowered to scan network folders from time to time to ensure these procedures are being followed. When a folder is deemed to be consuming too much server space, the user responsible for the folder will be requested to delete files to reduce its size.

The ICT Technician will be responsible for the maintenance of files/folders on the school shared network drives.

It is the responsibility of the TSSP to facilitate a network backup every afternoon. On Wednesdays and Fridays, a full back up is conducted.

4.1. Use of Floppy Disks\USB's

All disks and USB devices must be scanned using our virus scanning software before being used on any equipment at the school.

Students wishing to transfer work files to or from school by floppy disk may do so, however any disk to be used must first be given to the student's classroom teacher, or supervising teacher, for scanning.

5. WORLD WIDE WEB

River Gum Primary School believes in the educational value of online resources. We are aware that these facilities can be open to misuse. River Gum Primary School will make every effort to protect students from any misuses or abuses of these facilities.

5.1. Internet Access

Internet access within the school is managed by the DEECD through eduSTAR.ISP.

Students at River Gum Primary School will be restricted in their Internet access at school.

Internet access at the student level is delivered and filtered through the Netspace; DEECD's internet service provider.

The downloading of any file from the Internet by students may only be done with the permission of a teacher.

Staff internet access is also delivered through Netspace but filtered through the eduPaSS proxy server. This process allows sites to be accessible at the staff level whilst being blocked at the student level.

5.2. CYBERSAFETY AWARENESS

Students complete cybersaftey lessons bi-annually as part of the school ICT Program.

Prep:		Computer Rules, Care and
Computer Safety.		
Year 1 & 2:	Hector's World	Focus on keeping personal details secret.
Years 3 & 4:	Cyberquoll	Focus on scams, uploading files, communicating online.
Years 5 & 6:	Think U know?	Focus on cyberbullying and copyright.

As part of these units, students will create information products (eg: posters, videos, podcasts) demonstrating their awareness of cybersafety issues.

5.3. Inappropriate Material

In the event of offensive or inappropriate material being accessed via the Internet, a report must be made immediately to the ICT Co-ordinator, ICT Technician and Executive Management. The ICT Technician will then restrict student access to the material through the use of the 'black list' system on Netspace.

If a student detects the material, the student will report it to the first available teacher, who will duly inform the ICT Co-ordinator, ICT Technician and Executive Management.

Inappropriate material is any material that makes the person viewing it feel uncomfortable. This applies equally to material accessed via the World Wide Web or via e-mail. Students are to be made aware that it is not their fault if they receive such material via e-mail.

Any person found to be responsible for publishing inappropriate material or for failing to report the existence of such material will be deemed to be in serious breach of River Gum ICT Acceptable Use Agreement and dealt with accordingly.

5.4. Requesting access to blocked ONLINE content

Netspace, the school's internet service provider, makes decisions state wide regarding what content filters through to schools. It is possible at the local level for websites to unblocked for staff and/or students to access.

At River Gum Primary School, the process for requesting to unblock a site by the ICT Technician and Executive Management (eLearning Team – Margaret, Roma, Fiona, Min, Wanda & Ross) will be as follows:

- The member of staff will be required to email the ICT Co-ordinator and Executive Leadership Team (eLearning Team) and include:
 - The web address of the online content
 - Details of the site's educational quality and its potential to impact positively on student outcomes and/or enhance staff/students ability to work more efficiently and/or effectively.
 - Details of potential risks and steps to minimise these.
 - An outline of appropriate behaviours that will be established (student level)
- The eLearning Team will review the submission and either approve or deny the request.
- The ICT Technician will facilitate the inclusion of the site once authorised.

5.5. Publishing Materials ONLINE Identifying Students

All work generated using learning technologies at River Gum Primary School must be approved for publication before being made available for viewing outside the school community. The people authorised to approve such publication are the Executive Leadership Team.

At River Gum Primary School we place great emphasis on the quality of any work that is displayed to the outside community. Responsibility for the spelling, presentation, accuracy and content of all published material rests initially with the student publisher and secondly with the teacher in charge of the activity.

No work published outside the school may identify a person by name without the expressed permission of that person, or their parent/guardian if the work belongs to a student.

5.5.1. Identification of individuals

No reference shall be made to any student by name or image, nor any work of that student published, on the Internet unless the parent/guardian of that student has signed and returned the *Internet/Media Publication Permission* Form. Even when this form has been signed, students named on the Internet will only have their given name and class published. Eg. Amanda, 2C.

The right to privacy of all staff, students and families must be recognised at all times when publishing school materials.

5.6. Using YouTube/Internet Based Video

At River Gum Primary School we place great emphasis on using all the tools available to us to make learning engaging and fun. As such, often short clips/pictures from the internet are shown to help understanding and stimulate conversation. As these videos are not rated they must be vetted for content.

At River Gum Primary School, the process for requesting the use of a YouTube/Internet based Video will be as follows:

- The member of staff will be required to email their Team Leader with:
 - The web address of the online content
 - Details of the video's educational quality and its potential to impact positively on student outcomes and/or enhance staff\students ability to work more efficiently and/or effectively.
 - Details of potential risks and steps to minimise these.
- The Team Leader will review the submission and either approve or deny the request.
- If the Team Leader is in doubt the request will then be forwarded to the Executive Leadership Team. They then will review the submission and either approve or deny the request.

5.7. Blogging – Page Creation

At River Gum Primary School we place great emphasis on using all the tools available therefore when creating blogs or class web pages GenEd is the platform that the school requires is used.

If you are unsure of how to create a class space or blog in this platform please book in a time to see GenEd co-ordinator. (Fiona Brown)

5.8. Data Storage & Note Taking

At River Gum Primary School we comply with the DEECD requirement that all student data storage facilities have their servers in Australia. Staff are encouraged to use programs that suit their own working style to facilitate student learning and data collection.

Therefore when choosing note taking apps & programs ALL staff must ensure that whatever programs they have chosen to use comply also. An example of an acceptable program/app would be:

-OneNote