

Policy: Information and Communication Technology at School

The Senior Leadership of the school shall put in place protocols and procedures which govern the safe use of Information and Communication Technology (ICT) at school.

The Senior Leadership will make these protocols and policies known to the parent community, to the staff and to students.

Drafted : 2014

Approved : Eric O' Brien Chairperson Date 2015

Next Review : Dec 2016

ICT

Publishing Protocols; Chromebook use and setup; Data Retention

Nag 5 Publication online, in print and on television by students and staff

Definitions: **Images** (could include still and moving images in any digitised form)

School-Work (could include any form of student work which is able to be published in a digital format; writing, art, audio, video, animation, photography, scanned etc)

Bombay School and Internet statement:

"The Web 2 environment offers many opportunities to learning and teaching at Bombay School. We intend to continue getting the most out of the positive aspects and to exercise caution in the areas where we observe little education benefit or which may compromise student safety.

The bottom line in all that we do at Bombay School is 'What is best for the children?'. In view of this, we explore Web 2 environments which will enhance learning and teaching and foster our learning goals of personal voice, authentic audience and students as creators of content rather than consumers. Many Web 2 environments also promote our goals improve student literacy outcomes. Bombay School exercises conservative caution on the internet and the use of student work will be done in a controlled manner, and with student safety as a paramount consideration. Teachers will retain control over content, the moderation of commentary and they will ensure that published content is marked"

Purpose

Why do we publish student work?

In books, on walls, via podcasts, in video format, in blog, in the newspaper and other publications?

1. Publishing affords children the opportunity to practise the skills required. They learn to hone the skill that is required for NCEA/ TERTIARY STUDY and BUSINESS ENVIRONMENT.
2. Publishing work and receiving feedback acts as a motivator.
3. Publishing work in an authentic context - provides purpose and engages the writer.
4. Through the act of publishing - students learn essential competencies - participating and contributing, working with others, constructing knowledge, using symbols and text and engaging in critical thinking.
5. Through publishing, the student's voice has a platform and teachers can use it to engage students in issues of topical significance. This promotes the student's sense of connectedness.

What is the board's role?

Board of Trustees

"Ultimately the BOT of a school is legally responsible for the conduct of its school, including the operation of the school's website and the publication of student work"

What is the parents' role?

Parent Community

1. When students are enrolled at Bombay School, parents consent to publication of the child's work in accordance with Bombay's Publication Policy (This Policy). The consent provided is worded thus : " I agree that my child's work and image may be used in accord with the school's online publishing policy/ procedures."
2. Parents retain the right to make an informed decision about the publication of their own children's images and schoolwork in online spaces and other media such as television. This includes the right to request removal/ deletion of the publication.Such a request needs to be made in writing using [THIS FORM]
3. This policy will be circulated for parent consultation before it is ratified by the Board.
4. From time to time a parent or legal guardian, in partnership with the senior management, may agree to publication outside of the guidelines below eg when a student is interviewed by the media.
5. In order to grow an authentic audience for students, parents and family of students will be encouraged to regularly comment on their child's publications in accordance with the guidelines for commenting listed in this policy.

What is the role of School Senior Leadership

Senior Leadership

1. Establish policy guidelines that reflect the wishes of the parent community and gains the approval of the board.
2. Manage the implementation of this policy with teaching staff, students and parent community.
3. Ensure permission is granted for internet use and publication of students' work online and on television, in writing by parents/legal guardians on enrolment.
4. Ensure that students who do not have parent permission as set out in [THIS FORM], are excluded from online publication.

What is the role of the teacher

Teaching Staff

There are two aspects this policy covers for teaching staff;

1. Teachers working with students and publishing their images and schoolwork online and
2. Teachers publishing online themselves as educators.

1. Teachers professional responsibilities when working with students and publishing their images and schoolwork online

Understand and acknowledge the rights of students

1. The student owns the copyright of their own artistic and literary works.
2. The school will make an effort (but cannot guarantee) to retain student work for one year after they leave the school. Students and or their parents will receive instructions on how to copy student work. The school will delete data after one year. (Refer to the data retention protocol)
3. 'Right of Integrity' ie protection from derogatory treatment of their work. Teachers will act as blog moderators of all public comments and will delete any inappropriate comments, including comments which do not meet educational aims.
4. Students have the to say 'no' to their work being published or to request its removal. Teachers are to honour this right.
5. Teachers will ensure the **purpose** for using particular software is clear to students, parents, senior management, users of the online space in the wider community.
6. Students will only be identified by first name and age
7. Students will have had formal class lessons preceding the introduction of any new online content
8. Teachers will moderate the content - marking work before it is approved for publication.
9. Published work will use standard English (where English is being used) to support the "language of success"

10. Work is published to educate in accordance with the NZC
11. Work is published to encourage the student to participate in the school and wider community
12. Work is published to promote the school in the wider community
13. Teachers will check student content that is being published to ensure it reflects this policy
14. Only publish student images and schoolwork on sites that have been agreed to by senior management
15. Video content is only to be posted online on iTunes, teachertube, Flickr, the school website and class blogs using google blogger. Other sites need prior approval from the principal.
16. Before considering implementing any Web 2 environments with a class the teacher must have explored a sufficient number of similar sites to have gained familiarity with the 'genre'.
17. Relatives who leave comments are also asked to use their first name only or to post comments as “Reena’s Mum” or “Gary’s Grandfather”.
18. No text talk – write in full sentences and read your comments back carefully before submitting.
19. All online accounts set up of any kind which include Bombay School students will
 - be owned by the teacher or school (or in some cases the parent) , NOT by a student
 - use the school domain email address; either teacher@bombay.school.nz or room@bombay.school.nz
 - where possible will have dual ownership with ITLead@bombay.school.nz (representing senior management)
 - All online accounts which hold images or schoolwork of Bombay students must be recorded in the secure Google spreadsheet set up for this including; URL, login name, password
- 20. When a teacher leaves the school and is no longer managing accounts set up for students the online spaces must be left secure**
 - Another teacher designated to assume responsibility *or*
 - Ability to comment removed *or*
 - Site and material removed

2. Teachers professional responsibilities as adult educators in the online environment

- **When interacting with students the teacher will**
- demonstrate the clear purpose for online interaction as a teacher on student centred online spaces ie. giving feedback/feedforward contributing to their learning
- refrain from interacting with students on non-education related social networking sites eg Facebook
- **When interacting online with other adults using the Bombay School domain name** or in any way identifying as an employee of Bombay School the teacher will
 - be personally responsible for any content referring to Bombay School that the teacher posts online
 - ensure that the use of the internet or email does not in any way bring Bombay School into disrepute, including expressing any opinion online which could reflect on or be attributed to the school negatively.

- have permission from any staff member photographed or videoed before making their image public online or transporting it digitally outside the school.

What is the student's role?

Students

There are two aspects to this;

1. Acceptable use policies for the students to understand and agree to, and
2. Publication of student images and schoolwork

1. Acceptable use policies for the students to understand and agree to

Bombay kids online:

- have a teacher present in the room when using the internet
- only go to sites the teacher knows about and has approved
- mostly use our own artwork and music
- if we need to use other people's work we ask first and acknowledge the author/owner
- know the right thing to do if we come across any inappropriate content, and follow the reminder on the wall on our netsafe poster
- use kind, caring and supportive words
- only use our first names and class to identify ourselves
- only edit posts and work we have created ourselves
- are the copyright owners of work we have created and published

2. Publication of student images and schoolwork

Bombay students' images and schoolwork are mostly published in three formats; print, online environment and on Bombay television.

1. Bombay Television
 - BTv. the Bombay Tv Network which plays on our school Network four days a week and which can be streamed from our website
2. Online
 - The Bomaby School Website <http://www.bombay.school.nz>
 - School blogs - where we celebrate and share our learning

- Podcasts
- Flickr
- Global projects we work on with teachers
- Google Apps inside the Bombay domain
- Other Web 2 sites the teachers have selected because they help us embed our work in our blogs and website

Guidelines for commenting:

At Bombay School, students publish work as part of the learning process. We request that commentators add to the learning process by being affirming, constructive and helpful. Moderators apply the following guidelines when considering to publish or delete your comments.

Guidelines

Good comments:

- are not hurtful
- are always related to the content of the post
- include personal connections to what the author wrote
- answer a question, or add meaningful information to the content topic
- ask a question
- follow the writing process. Remember comments are a published piece of writing.

Rule #1 -- Determine Your Motivation

Do you appreciate the person's work and want to say thank you or brighten his or her day?

Do you disagree so strongly with what you're viewing or reading that you simply can't let it stand without a rebuttal?

Sometimes, understanding your motivation will help you decide what kind of comment to write.

Rule #2 -- Provide Context

It's most important to provide context when there are a lot of comments. Connect your comment to the content.

Rule #3 -- Be Respectful

Disrespectful comments, undermine the authority of your argument.

Nobody gives much credence to an obnoxious troll. So aside from the pleasure you get from annoying people, [you're](#) wasting [your](#) time writing such comments. Always remember there is a real person reading your comment.

It's easy to be mean while hiding behind the anonymity of the Web, but you shouldn't say anything you wouldn't say in person.

Rule #4 -- Make a Point

Sure, most bloggers will lap up short comments like "Wonderful!" "I love it!" and "Thank you," and if all you want to do is express gratitude or brighten their day, comments like that are fine, but you'll make a more lasting impression and a more meaningful contribution to the conversation if you say a bit more. Why is it wonderful? Why did you love it? It's even more important to make a point when you disagree. It's a waste of time to just write "You're wrong," or a longer ranting equivalent. Make sure you include the reason you disagree. It's easier than you think to avoid making a point. Consider the comment "You're spreading lies by saying the ideal temperature for chocolate storage is 28 degrees. At that temperature, the chocolate will go bad." Really, all you've said is "You're wrong." You need to say **why** the temperature is wrong. Say what temperature is better and why. Maybe say where you get your information. Is it based on your experience, the recommendations of the Chocolate Storage Association, or just your own wild guess? Make a point.

Rule #5 -- Know What You're Talking About

Many people admit (admit!) they have no idea what they're talking about and then go on to make recommendations, suppositions, or write long rambling analyses based on nothing more than a pure guess. I swear I've read comments like "I've never worked with chocolate before, but I think 29 degrees would be better than 28 degrees." That kind of comment is not the way to get positive attention from an influential blogger or establish yourself as an expert. If you have a question the author didn't answer about why 28 degrees is best, it's fine to ask; but when you're commenting about something that's based in facts, you're not adding anything useful when you write comments based on your intuition. You're not under orders to comment on everything you read. Save your time for commenting about things where you can actually say something useful.

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Enrolling a chromebook

Congratulations on purchasing a chromebook for your child to use at school.

You are the owner of the chromebook - and the school will manage it for the purposes of safety and for the purpose of managing the network.

The benefits of using this tool will soon be evident to you.

There are a few things you need to know about enrolled devices:

- 1 It is a condition of use of a chromebook at Bombay school, that all chromebooks must be enrolled. The school will enrol the device for the period that your child will be at school. If your child leaves, the device will be unenrolled.
2. Enrolled devices can connect to our network - unenrolled devices cannot. So it is best to regard the chromebook as a tool for learning purposes.
3. Once enrolled the chromebook can still connect to your home wireless router - just re-enter the password for YOUR wireless router.
4. The school is able to 'push' apps to enrolled chromebooks. We cannot do it to devices which are not enrolled.

5. The school is able to add browsing restrictions on to enrolled chromebook - this is a safety measure. We cannot do this with unenrolled chromebooks.
6. Private google accounts cannot be accessed from an enrolled chromebook. (This is a safety issue. We need to be able to control everything a student does on the school network. Private accounts - can lend a cloak of anonymity - and cyber bullying or inappropriate use could occur. To prevent this, we restrict private accounts.)

Personal Chromebook Agreement

Having my own personal chromebook is an important responsibility.

A chromebook needs to be treated with care.

Being a safe and responsible online user is important.

I understand that I have responsibilities that come with my right to use a chromebook at school

I will keep myself safe

- I will not share my logon and password with anyone other than my parents and teachers.
- I will not share personal information, including my birthday, address and phone number online.
- I will not purposefully upload or download anything inappropriate or dangerous
- I will immediately tell my teacher and parents if anything happens online that makes me feel upset, sad or unsafe.

I will be a good digital citizen

- I will not say anything that is inappropriate, that goes against my family values and my school's values.
- I will not search for, or visit any sites that I know are inappropriate.
- I accept that the school and my parents can check my history at anytime. This includes documents/ emails created or trashed.
- I know that not everything I read or hear online is true.

I will keep a healthy balance

- I understand that anything done in excess is not good for me. So I will balance my time on digital devices. My parents and my teachers will help me set limits on my access.
- I understand the importance of good posture when using a digital device. I will avoid sitting in the same position for more than 20 minutes.
- I understand that if I do not following this agreement, I could lose my right to use a chromebook at school.

Gmail

- Gmail will be used for learning conversations and to receive the daily notices.
- I will not use my school gmail address to sign up to other sites without my teacher's permission.
- Bombay School retains the ownership of my school email address. This will be suspended or deleted if I use it inappropriately.
- If I leave the school, I have 10 months to copy my data before it gets automatically deleted.

Google Drive

- I will save all my documents in the correct folders. I will ask my teacher if I don't know which folders to file in.
- I understand that comments I make are public and my comments will follow the school rules for commenting.
- I will publish all material to the highest standard that I am capable of - checking spelling, grammar and formatting.

Google Apps

- Apps can be downloaded from the chrome store provided teachers/parents give approval first
- Skin/ wallpaper/ themes may be personalised, whilst being appropriate for school.

General

- Stickers/ labels can be put on the outside of the chromebook with your parent's permission.
- Chromebooks need to be brought to school every morning, fully charged. Chargers should be left at home. The school does not accept responsibility for lost chargers.
- Chromebooks need to be stored in class, as directed by the teacher.
- Chromebooks should always be transported in their case.
- Headphones must be available for use everyday. They may be stored at school.
- Parents : Please ensure that chromebooks and bags are clearly labelled.
- Parents : It's advisable for you to insist that the chromebook is always used in a communal space e.g The lounge
- Parents : The school filters the internet via N4L. It's a powerful filter. Please ensure that you check your settings at home.
- Parents : Discuss with your child, your expectations around the use and care of chromebooks.
- Parents : Set your rules for uploading and downloaded content at home.
- Parents : Set time limits on chromebook use at home - some children can find games addictive.

Child's Name :

Chromebook Serial Number:

We have read this agreement and guidelines and agree to abide by them.

_____ Parent

_____ Student

Policy : ICT

Chromebooks at School, School Leaver Google Apps. Data Retention and Chromebook Management

Rationale:

School management requires a policy on which to base its procedural framework for the management of devices at school.

In 2013 the Board made the strategic decision that students in years 4-8 would have Google Apps for Education (GAFE) accounts.

Parents need to be informed about the provisioning of chromebooks for years 4-8.

Students attending Bombay school will collect a significant amount of digital content during their schooling. Most of this data will be stored within their Google Apps. For Education (GAFE) account.

The data created by students within GAFE during their time at Bombay school forms part of their student portfolio. However, GAFE is not a portfolio management solution and the school should limit its responsibility for the storage and security of this material.

Chromebooks that have been enrolled into the Bombay domain will need to be released using the administration console (when a student leaves) so that they can be enrolled into another institution's domain.

Purpose:

This document covers the schools retention and management of students' digital content stored within GAFE for students who leave Bombay school.

Process:

When a student is enrolled at Bombay School – parents will be made aware that the school will request that a student obtains a chromebook for years 4-8.

The school does not accept any other BYO devices onto its network.

Families who experience financial hardship are encouraged to make contact with the principal in order to work through solutions for this provisioning.

The school will only use chromebook devices in years 4-8 because it is the best way for the school to manage the deployment of devices at school. [Pushing Apps to devices, Connectivity to the network, safety and security.] Best evidence also indicates that a keyboard device is the best match to student needs in this year group.

The chromebooks are owned by the parent – but managed by the school.

Parents will be encourage to think of the devices as having been purchased for school use.

Private gmail accounts will not be permitted on the chromebooks – as they offer an avenue for misuse of the device on the school premises.

The school will provide the student with a GAFE account – this account will be managed by the school.

The school will provide ipads for use in the junior school. These devices are school owned.

In the fourth term of each year, the school will hold a meeting for current year 3 parents to explain the use of these devices and how they fit into the curriculum.

When a student leaves Bombay school their GAFE account will remain active but it will be moved to a specific organisational unit (OU) within the Bombay domain. This OU would be unique to the leaving year – an example would be “Student Archive\Leavers 2014”.

At the end of the calendar year all leaver accounts will be moved to this new OU. There will be no loss of functionality for the user but wireless access to the schools network will be removed. Students who leave mid-year will be moved as they leave.

Using the GAFE management console user activity can be monitored throughout the following year. At the end of each term in the following year a follow-up email should be sent to all active users reiterating the schools policy.

After 1 year the OU will be deleted removing all of the users and all of their account data.

As students leave their Chromebooks will need to be un-enrolled from the Bombay domain. This can be done from the GAFE administration console if the serial number of the Chromebook is known. Students will be requested to email the serial number of their device so this can be done. Alternatively students can follow the steps to “power-wash” their device and return it to the factory default state.

This policy will be explained to all school leavers and their parents by letter at the end of each school year. This letter will also offer advice on the ways that this data can be moved to other accounts within Google or backed up to other devices.

Letter to school leavers

During your time at Bombay school you will have collected a large number of documents, slides, photos and mail.

Most of this will be stored in your Google Account - either in your Google Drive or within Gmail.

This letter will explain what will happen to that content once you leave Bombay School.

Your School Google Account : e.g. Bob1234@bombay.school.nz

Your Bombay School Google account (YOURNAME@bombay.school.nz) will remain active for 1 year after you leave bombay school. It is your responsibility to copy or move any documents, slides and mail from this Google account to another location during that year. One year after you leave Bombay School this account will be deleted. (EXCEPTION : If you transfer to another primary school, you will have until 15 December of that year to copy your data.)

All your files from your drive, all mail and all other application data will be deleted. Please make sure that you use the time provided to save the files that you wish to keep.

How do you move the files that you want?

The easiest way to save the files that you want is to transfer them to another account within Google. This could be an account setup as part of your new high school or a personal account. To setup a new Google account go to <https://accounts.google.com/signup> .

This new account will give you a new Drive, and create a new GMail address. Once you open a new personal account, you can then login to your school account and share the documents with your new account. Remember to make your new account the owner of the document so that it is no longer tied to your Bombay School account. Mail that you have received to your Bombay school address that you wish to keep can be forwarded to your new Google Gmail address.

Please note the age restrictions on setting up a new account within Google. Please talk to your parents before you do this.

Alternatively files that you want can be downloaded to the drive on another computer or a memory stick.

Un-enrol your chromebook from Bombay School.

Your chromebook should have been enrolled into the school's domain when it first came to school.

If this has been done, you should see the message " This device is managed by Bombay School.:" at the bottom of the login screen.

If you do see this then the school will need to un-enrol your chromebook before it can be enrolled at your new school. To have your device un-enrolled please email the chromebook serial number to techsupport@bombay.school.nz

Need more help?

IF you require any assistance with saving your work or working with your chromebook then email techsupport@bombay.school.nz. We will help where we can.