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CHPS Acceptable Use of Digital Technologies Grades One-Two
2020

Clifton Hill Primary School (CHPS) believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

At CHPS we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At CHPS we:
- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Educate out students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
    - See: Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
    - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - iParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)

Student declaration

When I use digital technology I agree to:

- be a safe and responsible user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that anything I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, birthdays and images
- use the internet for educational purposes only and use the equipment responsibly
- use social networking sites for educational purposes and only as directed by teachers
- ask permission from the website creator to use images, text, audio and video
- reference sites if I use information that has been posted on the internet by others
- think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not deliberately enter or remain in any site that has obscene language or offensive content
- not use software from home in school without teacher permission and supervision eg games
- follow school guidelines and procedures when preparing materials for publication on the web.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read with my parents the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name _____   Year Level _____

Student Signature   _____

Parent signature _____

        Date   /   /

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

Parent acknowledgement of student safe and responsible digital technology use agreement

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- video and photo sharing
- blogs
- forums, discussion boards and groups
- wikis
- video and audio podcasts
- video conferences and web conferences.

☐ I have read the Clifton Hill Primary School Acceptable Use of Digital Technologies Agreement, and understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked from my child.

☐ I give permission for my child to participate in the school's supervised use of the online Google Apps for Education service (detailed on following pages) if required.   Names will be used by Google to generate accounts and add profiles, and the data stored overseas.

☐ I give permission for my child **to participate in the school's supervised use of SeeSaw, an online journaling platform. This link outlines SeeSaw's privacy policy**: https://web.seesaw.me/privacy.

☐ I give permission for photos of my child to be posted on SeeSaw.

☐ In a remote learning environment, I give permission for my child's work to be viewed by other students on SeeSaw. ***Please note if permission is not given for a child, this setting will be turned off for every child in your child's class (as it is not possible to individualise the settings on Seesaw).

Student Name _____   Year Level _____

Parent/Carer Signature _____   Date   /   /

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

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G Suite For Education

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, G Suite for Education and advice in relation to its safe and responsible use.

What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.
- Location information and preferred language.

Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.

When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

G Suite for Education is an internet based service provided by Google for classroom activities. It provides students with access to online education services such as:
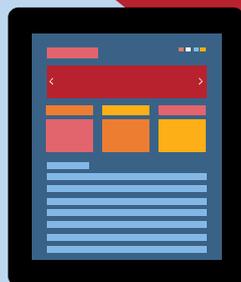
- Classroom
- Gmail
- Drive
- Calendar
- Vault
- Docs
- Sheets
- Forms
- Slides
- Sites
- Hangouts

This online service is a collaboration tool which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Google may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on G Suite for Education visit:

https://edu.google.com/k-12-solutions/g-

What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in G Suite for Education?

- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), student's schoolwork will also be stored in G Suite for Education.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland and Belgium.

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How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Google to enable them to only access their own information on G Suite for Education, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use G Suite for Education for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to G Suite for Education can be viewed by teachers.

In rare cases, Google's technical support team may have access to information stored in G Suite for Education.

Please note that **Google will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Google support, contact your school immediately.

✔ **Example information students can safely put online**

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✖ **Example information students should always be cautious of putting online**

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.