



Glendal Primary School ICT/E-Smart Policy

Rationale

Glendal Primary School recognises the importance of Information Communication Technology (ICT) in preparing students for the world around them, and as such believes that ICT is an integral part of the curriculum. Our aim is to ensure students feel confident and act safely using this technology.

As an 'E-Smart School', we promote cyber safety in the community and believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We have therefore set up structures and procedures so that partnerships can be formed between the school and outside agencies.

Purpose

This policy aims to establish clear expectations for the Glendal Primary School community in regard to maintaining an E-Smart culture placing the safety, and in particular the cyber safety, of our students as a priority.

The policy also clearly sets out the respective responsibilities of students, parents/guardians and the school; this is an issue that requires a high level of community cooperation and a whole school approach.

The policy is closely linked to the school's 'Student Engagement' policy.

Definitions

- **Cyber bullying** involves the use of electronic equipment devices to harass and cause discomfort to other members of the school community.
- **Cyber safety** refers to the safe and ethical use of all ICT, including equipment and other devices.
- **E-Smart** refers to an understanding of and the safe, responsible and ethical use of ICT.
- **Information Communication Technologies (ICT) equipment/devices** is defined as, but is not limited to, computers (including desktops, laptops, iPads and interactive whiteboards), storage devices (such as USBs and hard drives), cameras (such as video, digital and webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other technologies as they come into use.

Implementation

- All students enrolled at Glendal Primary School agree at the time of their enrolment to abide by the 'Student Code of Conduct' (see Student Engagement Policy). This policy is to be read as an extension of the 'Student Code of Conduct' forbidding, and working to prevent, the practices of bullying and harassment.
- The use of ICT and other equipment/devices within Glendal Primary School should be for educational and creative purposes.
- Glendal Primary School has the right to monitor access and review all ICT use by enrolled students. This includes Google Applications including Gmail and Drive (see below), social networking sites and user generated content sites (such as YouTube sites) received and sent on the school's computer and/or network facilities.
- The use of privately owned ICT equipment/devices (i.e. mobile phones, smart watches or USBs) on the Glendal site or at any school related activity must be appropriate to the school environment. If at any time a student is unclear on appropriate usage, they should seek clarification from staff.
- In line with the 'Acceptable Use of ICT Agreements' (see below) which each student and their parent and classroom teacher signs, Glendal Primary School will take all reasonable steps to ensure that all students are accessing appropriate sites via the Internet. The two proformas agreements will use age-appropriate language for students in Year Foundation, 1 and 2, and Year 3, 4, 5 and 6 that can be understood and discussed with the children.

Student Responsibilities

- Ensure that all ICT equipment is looked after appropriately.
- Ensure that all material being accessed on the Internet is appropriate and does not breach this policy.
- Seek clarification in regard to accessing Internet websites or other sources of information where the content may breach this policy. This clarification may come from the staff member who is supervising at that time, or the Assistant Principals and Principal of the school, if further clarification is required.

- Where ICT equipment devices are used out of school time, report any communications which are very likely to have an impact on a student(s) within the school.
- Ensure that communications between students, parents and staff members of the school community do not have the effect of harassing, vilifying or attacking personally other individuals. This includes but is not limited to written words and the posting of images.
- Immediately report any inappropriate material that is encountered (either accidentally or intentionally) by any student, to a responsible adult.

Parent Responsibilities

- Monitor home use by students and report to the school any communications that may have the effect of breaching this policy.
- Where practical, ensure that ICT equipment/devices are placed in a position within the home where easy monitoring is possible.
- Support Glendal Primary School in encouraging responsible communication using ICT equipment/devices.
- Ensure that communications between students, parents and staff members of the school community do not have the effect of harassing, vilifying, identifying or attacking personally other individuals. This includes but is not limited to written words and the posting of images.
- Agree to and sign the Online Learning Privacy Consent Forms (see below) provided by the school that allow student access to programs used at both home and at school.

School Responsibilities

- Provide a viable structured curriculum and program to teach responsible use of ICT and being E-Smart.
- Explicitly teach computer and research skills, including the validity of websites.
- Ensure there is appropriate follow up where instances of online harassment are found to have occurred.
- Work in a partnership with parents to investigate online harassment and to promote cyber safety in the school community.
- Inform parents prior about films shown to the students to support the curriculum and their learning. Written permission must be obtained from parents to show PG clips or films.
- Bullying (in any form) is classified as 'non-negotiable behaviour' and will therefore involve the procedures as outlined in the 'Student Engagement' policy.
- Utilise student support structures and counselling to provide all necessary support where instances of harassment or bullying have been found to occur.
- Provide parents with a list of educational internet websites and/or programs that are used both at home and at school for parent approval.

Evaluation

Policy ratified 17th of August, 2020 at School Council.

G Suite For Education

INFORMATION PACK FOR PARENTS



The Department of Education and Training (Department) and Gendal Primary 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

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/vz/12/solutions/gsuite/>



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.

How can you help protect your student's information?

Whilst Glendal provides your child's/children'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.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

G Suite for Education - Opt-Out Form

If upon considering the above information you have questions or concerns please contact Glendal Primary School. **You do not need to do anything** for your child to have access to this service.

Student Name:

Home room:

Date:

I **DO NOT** wish for my child to have access to G Suite for Education and understand that alternative arrangements for allocating work will be made.

Parent / Guardian Signature:

Parent / Guardian Name:

CREATING OUR LEARNING COMMUNITY



DEVICE AND INTERNET USER'S AGREEMENT – 2020 YEAR F-2

RATIONALE

Glendal Primary School recognises that student instruction and learning will change as information communication technologies (ICT) alter the ways in which information may be accessed, communicated and transferred through access to online services.

We also recognise that electronic communication and research skills are now crucial for students as they continue their education, and as future employees.

However, the use of ICT at Glendal is a privilege, and like any other privilege, this carries responsibility. Our user's agreement applies at all times when students are utilising the school's devices, including when attending Out of School Hours Care, enrichment and extension activities, etc. in line with our overarching school value of respect.

GUIDELINES

The Internet offers great potential learning opportunities for students. It is essential that students are able to use this technology at home and at school in a safe and responsible manner.

Being safe online:

Being involved in online spaces requires students to behave responsibly - for themselves and others. This includes the language they use and the things they say, how they treat others, respecting people's property (e.g. copyright) and visiting appropriate sites.

What does it mean to be safe online?

Behaving safely online means:

- protecting private and personal information (we used to call this 'stranger danger').
- selecting appropriate spaces to work in and contribute towards.
- protecting the privacy of others (avoiding sharing personal information or images).
- students being proactive in letting someone know if something is 'not quite right'. At home this would be a parent or guardian, and at school, a teacher.

Devices and printer use expectations:

- Food and drink are not permitted near any device or printer.
- Students must ensure that their hands are clean before using any device or printer.
- When in doubt students must STOP and ask a teacher for assistance.
- A device can only be used when there is an adult present to supervise.
- All student printing needs to be approved by a teacher.
- Students must check carefully which printer they need to use before printing.

- Drafts need to be printed in black and white.

STUDENT DECLARATION



When using devices and the Internet at Glendal Primary School I will (please tick each):

- only access the school network, Internet and Google Suite with my class or personal account and password.
- only use my class or personal account for activities to do with my school work.
- only look at the websites my teacher has told me to use.
- let a teacher know straight away if an inappropriate website accidentally appears on the screen.
- always look after the school's ICT resources and anyone else's computer equipment (for example I will leave headphones tidily and not remove any parts on a device).
- log out properly at the end of the session.
- keep my personal information (for example my surname, birth date, school, photographs, phone numbers, email address/es, details about members of my family, etc.) **secret at all times.**
- use appropriate language.
- always be nice (for example, I will share my computer) and tell an adult if something makes me or someone else feel sad.
- ask my teacher before I print anything.

I have read the Glendal Primary School 'Acceptable Device and Internet User's Agreement' with my parents or guardians and discussed this information.

I understand and agree that I need to use Glendal Primary School's devices, **including desktop computers, iPads, laptops, cameras, SMART panels, printers and Robotics/coding equipment**, in a responsible manner and in accordance with the 'Acceptable Device and Internet Use Agreement'. I understand that if I choose to use the devices inappropriately or for inappropriate purposes, I will lose the privilege of using the school's computer network for a considerable period of time as determined by the Principal, and my parents may be held financially responsible for deliberate damage caused to equipment.

I understand that this agreement applies for this **school year** and until a new agreement is completed in the next school year.

Student's Name: _____ Class: _____

Student's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

CREATING OUR LEARNING COMMUNITY



DEVICE AND INTERNET USER'S AGREEMENT – 2020 YEAR 3-6

RATIONALE

Glendal Primary School recognises that student instruction and learning will change as information communication technologies (ICT) alter the ways in which information may be accessed, communicated and transferred through access to online services.

We also recognise that electronic communication and research skills are now crucial for students as they continue their education, and as future employees.

However, the use of ICT at Glendal is a privilege, and like any other privilege, this carries responsibility. Our user's agreement applies at all times when students are utilising the school's devices, including when attending Out of School Hours Care, enrichment and extension activities, etc. in line with our overarching school value of respect.

GUIDELINES

The Internet offers great potential learning opportunities for students. It is essential that students are able to use this technology at home and at school in a safe and responsible manner.

Being safe online:

Being involved in online spaces requires students to behave responsibly - for themselves and others. This includes the language they use and the things they say, how they treat others, respecting people's property (e.g. copyright) and visiting appropriate sites.

What does it mean to be safe online?

Behaving safely online means:

- protecting private and personal information (we used to call this 'stranger danger').
- selecting appropriate spaces to work in and contribute towards.
- protecting the privacy of others (avoiding sharing personal information or images).
- students being proactive in letting someone know if something is 'not quite right'. At home this would be a parent or guardian, and at school, a teacher.

Devices and printer use expectations:

- Food and drink are not permitted near any device or printer.
- Students must ensure that their hands are clean before using any device or printer.
- When in doubt students must STOP and ask a teacher for assistance.
- A device can only be used when there is an adult present to supervise.
- All student printing needs to be approved by a teacher.
- Students must check carefully which printer they need to use before printing.
- Drafts need to be printed in black and white.

STUDENT DECLARATION

When using devices and the Internet at Glendal Primary School I will (please tick each):

- only access the school network, Internet and Google Suite with my personal account and password.
- respect the privacy of others **at all times** (I will never access their account).
- always use my account for activities related to my school work.
- always use the Internet within the areas specified by my teacher and with their permission (I will not access any unacceptable websites or material).
- let a teacher know straight away if an inappropriate website accidentally appears on the screen.
- only use the games or software on the school's system (I will not upload any electronic games, software or unauthorised files onto the school system).
- always look after the school's ICT resources and anyone else's computer equipment (for example I will charge a device when this is needed and not remove any of its parts).
- maintain the way in which the school's computer technicians and teachers have set up any device, including its hardware and software.
- not copy licenced material from the school's network.
- not attempt to gain access to any information resources, systems or networks or interfere with another user's work.
- log out properly at the end of the session.
- keep my personal information (for example my surname, birth date, school, photographs, phone numbers, email address/es, details about members of my family, etc.) **private at all times**.
- only create and publish work that is my own, and acknowledge when things have been copied from another source.
- use language that is acceptable at school and that can be viewed by anyone when sending an email.
- take appropriate photographs.
- not create or send information that makes someone feel uncomfortable (for example information that frightens, annoys, teases or offends them).
- not respond to information which makes me feel uncomfortable (for example information that frightens, annoys, teases or offends me) and tell an adult straight away (a teacher at school or parent at home).
- tell an adult straight away if I know that someone is being unsafe or making others feel uncomfortable online (I will not be a bystander).
- always follow Glendal's 'Device and Printer Use Expectations' (see above).



I have read the Glendal Primary School 'Acceptable Device and Internet User's Agreement' with my parents or guardians and discussed this information.

I understand and agree that I need to use Glendal Primary School's devices, **including desktop computers, iPads, laptops, cameras, SMART panels, printers and Robotics/coding equipment**, in a responsible manner and in accordance with the 'Acceptable Device and Internet Use Agreement'. I understand that if I choose to use the devices inappropriately or for inappropriate purposes, I will lose the privilege of using the school's computer network for a considerable period of time as determined by the Principal, and my parents may be held financially responsible for deliberate damage to equipment. I understand that this agreement applies for this **school year** and until a new agreement is completed in the next school year.

Student's Name: _____

Class: _____

Student's Signature: _____

Date: _____

Teacher's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____



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Telephone: 9803 1330

2020 ONLINE LEARNING PRIVACY CONSENT

Student Name: _____ Grade: _____

Example Year Level: Grade 5

Canva

This is an interactive online design program which students occasionally use to develop advertisements and presentations in design and technologies.

I have read and agreed to Canva's Terms and Conditions

I have read and accepted the terms of Canva's Privacy Policy

I give permission for my child to use/access Canva's

Literacy Planet

This is an interactive online learning program that develops English skills.

I have read and agreed to Literacy Planet's Terms and Conditions

I have read and accepted the terms of Literacy Planet's Privacy Policy

I give permission for my child to use/access Literacy Planet

Code.org

Code.org gives access to students to access to learn computer science.

I have read and agreed to Code.Org's Terms and Conditions

I have read and accepted the terms of Code.Org's Privacy Policy

I give permission for my child to use/access Code.Org

How to Type

How to type is a touch typing website encouraging children to improve their digital skills.

I have read and accepted the terms of How to Type's Privacy Policy

I give permission for my child to use/access How to Type

Reading Eggspress

This is an interactive online learning program that develops English skills.

I have read and agreed to Reading Eggspress' Terms and Conditions

I have read and accepted the terms of Reading Eggspress' Privacy Policy

I give permission for my child to use/access Reading Eggspress

NRICH

NRICH aims to enrich the experience of the mathematics curriculum for all learners, offer challenging and engaging activities, develop mathematical thinking and problem-solving skills and show rich mathematics in meaningful contexts.

I have read and agreed to NRICH's Terms and Conditions

I have read and accepted the terms of NRICH's Privacy Policy

I give permission for my child to use/access NRICH

Essential Assessment: My Numeracy

This is an interactive online learning program that develops mathematics skills.

I have read and agreed to Essential Assessment's Terms and Conditions

I have read and accepted the terms of Essential Assessment's Privacy Policy

I give permission for my child to use/access Essential Assessment

Sunshine Online

This is an interactive online learning program that develops student English skills.

I have read and agreed to Sunshine Online's Terms and Conditions

I have read and accepted the terms of Sunshine Online's Privacy Policy

I give permission for my child to use/access Sunshine Online

** Please note that you have already provided the school with permission details about the children's use of Scratch, Tinkercad and Edmodo and so this is not required again unless you have reconsidered your decision.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Canva

Terms and Conditions

<https://about.canva.com/terms-of-use/>

Privacy Policy

<https://about.canva.com/privacy-policy/>

Literacy Planet

Terms and Conditions

<https://www.literacyplanet.com/au/about/privacy-policy/parents-terms/>

Privacy Policy

<https://www.literacyplanet.com/au/about/privacy-policy/>

Code.Org

Terms and Conditions

<https://code.org/tos>

Privacy Policy

<https://code.org/privacy>

How to Type

<http://www.how-to-type.com/>

Privacy Policy

<https://www.how-to-type.com/en/privacy/>

Reading Eggspress

<http://www.3plearning.com/terms/>

Privacy Policy

<http://www.3plearning.com/privacy/>

NRICH

Terms and Conditions

<https://nrich.maths.org/terms>

Privacy Policy

<https://nrich.maths.org/privacy>

Essential Assessment

Terms and Conditions

<https://www.essentialassessment.com.au/purchase/>

<file:///C:/Users/08392277/Downloads/Essential%20Assessment%20-%20Terms%20and%20Conditions.pdf>

Privacy Policy

<https://www.essentialassessment.com.au/privacy/>

Sunshine Online

Terms and Conditions

<http://www.sunshineonline.com.au/terms.php>

Privacy Policy

<http://www.sunshineonline.com.au/privacy.php>