

Hillsmeade Primary School & the Internet 2020

Parents and Guardians,

In accordance with the Victorian Curriculum, learning at Hillsmeade Primary School will involve the use of digital technology, along with online content, video conferencing and email. The school is fully networked and has provided students with access to technology in classrooms and the DigiTech Classroom. Our students will have access to up-to-date facilities and information, enabling them to develop the essential skills they require for efficient and appropriate use of digital technology, including accessing online content and conducting digital communication.

With this opportunity comes a responsibility for appropriate use of these amazing resources. We have all read about, heard about, or know of, material on the internet from which we need to protect our students. To this end, the internet access will be limited to the Educational Cache. This screens schools and students from most undesirable parts of the internet and most inappropriate information while using the school network and wi-fi. Students are restricted to accessing selected educational material only, as determined by the Department of Education, Victoria.

The internet is a complex and ever changing environment, and much of the responsibility for avoiding inappropriate material lies with the users, in our case, students. We also need to ensure that students are being positive ambassadors for Hillsmeade in their interactions with other internet users and when they publish material online.

Before using the internet, students will be made aware of our expectations and rules regarding acceptable use of the resource, including the World Wide Web, email and other facilities. As parents and guardians, we are providing you with this so that you can discuss it with the children in your care and ensure that you and your children are fully aware of the rules and the implications for breaking those rules.

You may wish to use our Acceptable Use Guidelines as a resource for controlling your own home internet access.

Along with this Acceptable Use Guide, we have included a Parent Declaration and a Student Declaration that must be signed before children will be allowed to have access to the school's online resources.

I am sure that you will appreciate the fantastic opportunity the internet offers our students to access, research and share information. I am also sure you will appreciate the responsibility that falls upon all of us to ensure that our children are protected from inappropriate material. Please read the attached Acceptable Use Guide and return the declarations as soon as possible. We urge you to discuss the guide with your child/ren so that they understand the importance of them acting responsibly.

If you have any queries or concerns regarding our guidelines, please do not hesitate to call.

Kind Regards,

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Year 5 PLT Leader
ICT Coordinator

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ICT Coordinator

Learning Technologies - Acceptable Use Guidelines

The use of learning technologies at Hillsmeade Primary School are underpinned by the following guidelines. These guidelines incorporate a variety of moral, legal and professional issues. It is important that both students and staff develop the skills necessary to become responsible, reliable and respectful users of learning technologies. In order to assist this process the following is a set of guidelines for the safe and responsible use of all learning technologies.

1. Acceptable Use of the Internet.

- 1.1. Students must always seek permission from a teacher and be under teacher supervision when accessing online resources.
- 1.2. All staff will take responsibility for notifying the system administrator of any inappropriate material so that access can be removed.
- 1.3. Students are not to look for, view or download inappropriate graphics, sounds or text files at any time. If students are unsure of what is appropriate and acceptable they must ask a teacher for assistance.
- 1.4. Access rights will be revoked for any person accessing or failing to notify teachers of any inappropriate material.
- 1.5. Downloading material from the internet requires permission from the teacher.
- 1.6. If a student should accidentally access a site with inappropriate material on it they should immediately tell the teacher.

2. Acceptable Use of School Managed Communication Platforms

- 2.1. All users must always use polite and considerate language when using email facilities and school managed communication platforms, such as Office 365 and Compass, to communicate.
- 2.2. Appropriate email and communication software will be used throughout the school.
- 2.3. Staff and students may be issued their own email, Microsoft Office 365 and/or Compass accounts.
- 2.4. Individuals are not to access or use anyone else's email, O365 or Compass account at any time.
- 2.5. Sending any personal information (full name, address, phone numbers etc.) via the school email system is strictly prohibited.
- 2.6. If a student receives an email message that makes them feel uncomfortable, they are required to immediately tell the teacher or, if accessing the school managed account at home, their parent or guardian.

3. Publishing Work Using Learning Technologies

- 3.1. Students should thoroughly check their work before attempting to publish it using learning technologies. This should include spelling, grammar, appropriateness of graphics, sounds, topic etc.
- 3.2. Students and teachers must consider copyright laws at all times when copying any material for use in their work.

3.3. If work is to be published online, permission must be gained from the owners of any material copied or used within their work.

3.4. Any student work deemed suitable for public viewing (e.g. via the internet, email projects) can only be published after the appropriate parent permission documents have been completed by the student's parents/guardians. The permission form is attached to this document.

3.5. Work published viewing or use only within the school setting does not require parental permission.

3.6. All material published by members of the school community must promote the school in a positive manner.

4. Copyright Programs and Music Files (Unauthorised)

4.1. Students and teachers must consider copyright laws at all times.

4.2. Students and staff are prohibited from downloading or distributing unauthorised copies of digital material.

5. Consequences for Disregard of the Acceptable Use Guidelines by Students

Students of Hillsmeade Primary School will be given every opportunity to utilise the extensive learning technologies available to them. They also have a responsibility to use learning technology sensible and maturely. Should a student fail to follow these guidelines, the following strategies and consequences will be put into place.

5.1. **First Offence:** Short term (one week) suspension from using **any** learning technologies within the school.

5.2. **Second Offence:** Long term (one month) suspension from using **any** learning technologies within the school. A letter will be sent home and a meeting with parents/guardians will be required.

5.3. **Any Subsequent Offences:** Any subsequent offences will be dealt with under school-wide discipline procedures as outlined in the student code of conduct.

5.4. Notes:

- All offences should be reported to the Principal or Assistant Principal.
- Should a deliberate or particularly offensive act occur, step one may be bypassed.

Parent / Guardian Learning Technology Agreement

Student Name

Grade

Parent Name

Declaration:

I have read and discussed the *Learning Technologies: Acceptable Usage Guidelines* with my child and I understand that online access is designed for educational purposes at Hillsmeade Primary School. I also recognise that although the school has monitoring procedures in place to restrict access to controversial content, this is not always possible.

Parent Signature

Date

Permission:

I give permission for _____ (student's name) to:

- Access online content for information within their classroom program.
- Publish written work online using their first name only.
- Publish artwork online using their first name only.
- Send and receive emails using Hillsmeade email accounts
- Access online learning activities in which personal identifiers such as their first names are stored, including:

Mathletics
Kahoot
Office 365
Get Epic
Scratch.org
Tinkercad

Parent Signature

Date

Student Learning Technology User Agreement

Student Name

Grade

Declaration:

When using digital learning technologies at Hillsmeade Primary School, I will:

- Access online resources **only** within the area specified by my teacher.
- Not give out personal information such as my surname, address, telephone number, parent's work address or telephone number.
- Never send a person my picture or anything else without first checking with my teacher.
- Always check that I have my teacher's permission before sending an email.
- Not respond to any messages that are mean or in any way make me feel uncomfortable.
- Alert my teacher **immediately** if I receive any digital communication that makes me feel uncomfortable in any way.
- Not use any unauthorised 'copied' software, or any files brought from home without first checking with my teacher.

If I come across any information that is inappropriate or makes me or my peers feel uncomfortable, I will close out of the screen and tell a teacher immediately.

I have permission from my parents / guardians to:

- Access online content for information relevant to my classroom learning.
- Publish written work online, after checking with the teacher, using my first name only.
- Publish artwork online, after checking with my teacher, using my first name only.
- Send and receive email from other Hillsmeade Primary School students.

I have read the Hillsmeade Primary School *Learning Technologies - Acceptable Use Guide* with my parents / guardians and understand the content within it.

I understand that I need to use learning technology at Hillsmeade Primary School in an appropriate manner and in accordance with the Acceptable Use guideline. If I do not, I will face the consequences as listed in the guideline.

Student Signature

Date

Teacher Name