



Our Lady of the Sacred Heart School

Digital Citizen User Agreement

Grade 5 - 6

2020



We are HEART people who pursue excellence.

RATIONALE:

Our Lady of the Sacred Heart uses the Internet as a learning tool to improve student learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the Internet, mobile phones and other electronic personal devices.

VISION STATEMENT:

We believe the Catholic Faith traditions and Gospel values are integral to our identity and principles.

We believe the care, safety, wellbeing and inclusion of all children is central to our purpose.

We will educate the whole child; in a learning environment where teamwork and collaboration is central to students reaching his or her potential.

We believe all children can learn in a nurturing and stimulating environment.

We believe that partnerships with parents, students and staff are essential to building community.

We believe learning and teaching is a priority to build an independent and motivated learner.

GRADUATE OUTCOMES:

Our Lady of the Sacred Heart School seeks to educate students:

- Self-Aware
- Collaborative
- Compassionate
- Courageous

CHILD SAFE STATEMENT:

Our Lady of the Sacred Heart School will provide a safe and nurturing culture for all children, where they have the right to be treated with respect and will be protected from harm.

OLSH STRATEGIC INTENTION:

To cultivate a collaborative culture of student-centred learning that empowers all as global citizens.

• **GOALS:**

- Increased opportunities for 21st Century learning.
- Ensuring innovative learning that builds confidence, independence and risk taking.

RELATED POLICY AND DOCUMENTS:

(Policies are available on the website and/or please obtain a copy from school);

- eSmart Policy
- School Engagement Policy
- Pastoral Wellbeing and Mental Health Policy
- Social Media Policy
- Behaviour Management Policy

DIGITAL CITIZENSHIP AT OUR LADY OF THE SACRED HEART SCHOOL.

I am a DIGITAL CITIZEN

As a responsible and aware Digital Citizen, when using the school's technology and learning online I will keep myself and other people safe by following these rules...

- I will be the most responsible Digital Citizen that I can be.
- I will use technology for learning purposes as instructed by my teacher.
- I will respect all school ICT and treat the devices with care. I will report any breakages / damage to a teacher.
- I understand that I can only use the Internet, email or other networked technologies when a teacher gives permission and there is teacher supervision.
- I will keep my password private and not let anyone else log in with my user name.
- I will change my password when needed as a safety precaution.
- I will not use any form of ICT to find, create, or send material and activities that might upset, offend, harass or humiliate me or anyone else. (Repeated incidence of these behaviours is considered bullying).
- I will avoid online advertising.
- I will not use search engines to look for things that are not acceptable at our school. This includes anything that is rude, violent or uses unacceptable language.
- I will not use ICT to share anyone's personal details or images, (including my own). This includes addresses, telephone numbers, full names and images.
- I will ask permission before uploading any content onto a website (Eg: Google Sites)
- I will not download or run any programs or software to school laptops, including games.
- I will not use any Social Media that is not legally age appropriate
- I will ask permission from individuals before taking photos, recording sound or videoing them, including teachers.
- I will keep my own devices at home unless I have special permission to bring it to school. These devices are; iPods, iPads, mobile phones, tablets, DS', cameras etc.
- If I see something on the Internet that is mean, rude or upsetting, or something that I know is not acceptable at our school, I will;

STOP
BLOCK
TELL

what I am doing
it by clicking out of the Internet / closing the screen
a teacher straight away

I will also follow the Stop, Block and Tell rules;

If I accidentally access someone else's private information.

If someone does something using technology that makes me feel upset or uncomfortable.

If I feel that the safety of others at the school is being threatened.

I understand and agree to these rules. I understand that my use of technology may be removed if I break any of these rules, or do not act responsibly and safely. I know that these rules apply to all devices we use at school.

This Acceptable User Policy also applies to Learners during school excursions, camps and extracurricular activities.

Learner's Name: _____

Learner's Signature: _____

Year: _____

Date: _____

1:1 Laptop @ Home Agreement

As part of the 1:1 program, your child may request or be asked to take home their laptop to undertake learning at home.

Learners will have to satisfactorily completed tasks that aim to teach them responsible use of the computer (laptop handling, file management, copyright, online ethics, cybersafety). On completion, they will be allowed to take their laptop home for educational use at the classroom teacher's direction/discretion.

The laptop must not be taken out of the Learner's school bag between school and home. (eg travelling on a bus, car, sitting down at a cafe)

At home ...

We strongly advise that the laptop when taken home is used **under adult supervision** and always for educational purposes. The laptop should only be used in a family area so parents can supervise and support their children in their learning. Laptops should never be used in bedrooms or by other family members unless working with the Learner.

This Agreement asks that while the laptop is at **home**, that **PARENTS TAKE FULL RESPONSIBILITY** for any laptop activity undertaken by the Learner. Your child will understand all that is required under the Our Lady of the Sacred Heart School Acceptable Technology user Agreement, but it will become the parent's responsibility that they continue to adhere to the agreement when using the laptop at **home**. **A REMINDER THAT THE INTERNET FILTERS THAT ARE IN PLACE AT SCHOOL, DO NOT APPLY AT HOME** as different Internet providers are used at **home**.

Staying safe online

OLSH believes the teaching of cybersafe and ethical online behaviour is essential in the lives of Learners and is best taught in partnership between home and school. 21st Century Learners spend increasing amounts of time online learning and socialising. These online communities need cyber citizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is expected.

Other mobile devices

Learners are not permitted to bring mobile phones to school without specific arrangements and authority decided on between the Principal and Parents.

The following information has been published by the Victorian Government to help parents and carers keep their children safe online:

Bridging the gap between school and home

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for Learners, but it is increasingly being used as a social space to meet and chat. If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:

- Find out how your child uses the internet and who else is involved in any online activities.
- Have the computer with internet access in a shared place in the house - not your child's bedroom.
- Ask questions when your child shows you what they are doing, such as: how does it work and how do you set it up? Who else is sharing this space or game? (Do you know them or did you 'meet' them online?)
- Can you see any risks or dangers in the activity?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves)

Statistics show that Learners will not approach an adult for help because:

- They might get the blame for any incident
- They don't think adults "get" their online stuff
- They might put at risk their own access to technology by either admitting to a mistake or highlighting a situation that might lead to a parent to ban their access.

Ownership

Our Lady of the Sacred Heart School has chosen to use the ACER Chromebook for this program. The Chromebook is fully featured, robust computer with a proven track record in schools and many academic software packages and supports the 'Google Apps for Education' platform the school has embraced to support Learner learning and collaboration. Learners will have home access to the laptop, however ownership of the laptop is retained by Our Lady of the Sacred Heart School.

With the school retaining the ownership the following advantages are provided:

- Access to lower software - licensing costs
- Educational volume pricing
- The provision of applications and an operating environment designed to support learning
- School insurance covers the laptop
- Overall responsibility for technical support and maintenance

Exclusive Use of Laptop

All Learners in Years 4, 5 and 6 will be allocated a laptop of which they have exclusive use of for the duration of their time as a Learner at Our Lady of the Sacred Heart School. During this period, OLSH will maintain the hardware and upgrade software applications and operating systems as required. Upon graduating / leaving OLSH, parents must return the laptop in working order, in good condition, and clean and free from any irreversible markings to the enclosure and screen.

We ask that parents:

- Understand that they have full authority to restrict laptop usage at home. Examples are: **where** laptop is used in the family home, examining the Chromebook contents, ensuring that laptops are not taken to other people's houses, making rules at their discretion.
- Understand that they have a right and responsibility to constantly check their child's use of the laptop by checking Internet history, files on the laptop and use of social networking sites.
- Support their child to attend the Cybersafety School Session on **Monday 6th May 2019**. Attendance at this sessions will ensure your child receives their Digital Citizenship License. The DCL will give parents the opportunity to set rules about the use of the laptop so that the laptop fits in with the home life of families.
- Inform Our Lady of the Sacred Heart School immediately of any damage or theft of the laptop. Theft of a laptop will require that parents complete a police report.
- Monitor Learner use of the laptop at home ensuring that Learners are using the laptop according to the guidelines and the Technology User Agreement.
- Maintain the laptop according to Safety of our devices

Learner and Parent Agreements

Learners will work through the 1:1 Laptop information in class time as well as complete the Digital Citizenship License. Parents are requested to read thoroughly the Acceptable Technology User Agreement which if agreed to, is signed by Learners before participating in the program.

Parents/Carers will also read and become familiar with this User Agreement, but will have their own agreement to sign which commits them to full responsibility for the conduct of their child while using the laptop at home.

Handling, Loss and Damage

Specific instructions and rules relating to handling the laptop are covered in the Technology User Agreement document

What if a laptop is damaged, lost or stolen?

We encourage Learners and families to take particular care of the laptops at school and home, following the 'Safety of our Devices' instructions. Unfortunately, accidents can happen.

- **Accident/Theft at school:**
 - If the damage is deliberate, wilful or it has been agreed that the handling of the laptop as laid out in the User Agreement has been breached, the parents will pay all the excess fee. (up to \$200)
 - If it is agreed that the Code of Conduct was not breached when damage occurred, then the parents and school will pay 50% each of the excess fee (\$50)
- **Accident/theft at in transit or at home:**
 - Any theft/damage to laptops out of school hours will result in replacement/repair costs (up to \$200) which is to be paid by parents.



Safety of our Devices @ Home and School

PHYSICAL SAFETY

- Laptop to be carried with lid closed and with two hands, never held by the screen
- Close the screen lid slowly
- Keep laptops in safe places and in their protective cover if food and drink are being consumed
- Laptops when not in use are to be kept in their protective cover at all times
- Laptops to be used on a flat surface at all times
- Report any problem, damage, loss or vandalism to your teacher immediately
- Power cord to be carried inside the school bag when travelling to and from school - separate to the protective cover
- When carrying your laptop in your school bag, it must always be placed down and not dropped
- When charging your laptop, be sure the cord is not a tripping hazard to anyone
- Laptops when not in use at school must be on the COW and on charge ready for learning - this is a learner's responsibility
- Keep your laptop screen, keyboard and protective cover clean

ONLINE SAFETY

- Behave as a responsible and safe Digital Citizen
- Use social media that is age appropriate and legal
- Report any feelings of discomfort or being unsafe to an adult or teacher
- Never use your full name
- Always use an Avatar instead of a personal photo
- All online communication must be respectful and appropriate (no slandering, gossiping, cyberbullying, personal attacks)

DATA SAFETY

- Always save and backup your data
- Save your files with appropriate names / labels
- Organise your data into appropriate folders
- Always work on your own data unless the learning is collaborative, with teacher permission

Consequences for Breaking the Acceptable Technology User Agreement

The school has zero tolerance for Learners who intentionally break the school's User Agreement for Technology and Online Learning. Negative consequences will be enacted on any breaches of the Agreement which include:

- Not following directions as asked by the teacher
- Accessing and/or remaining on inappropriate websites
- Abuse or lack of care of your laptop and its accessories
- Cyber Bullying

- Breaking other rules in the Digital Citizen User Agreement

OLSH 1:1 Take Home Laptop Responsibility Reminders

(A copy is to be kept at home for your reference)

Parent Responsibilities & Agreed Terms	Learner's Responsibilities & Agreed Terms
<ul style="list-style-type: none"> • Your child has a Chromebook. It is the property of OLSH School. It is essential that the following terms and responsibilities are followed to ensure the safe, efficient and ethical use of the school's computer. • I will supervise my child's use of the ChromeBook at home. • I will make sure my child recharges the battery nightly if needed. • I will make sure my child brings the ChromeBook to school each day after use. • I will discuss appropriate use of the Internet and supervise my child's use of the Internet. • I will not attempt to repair the Chromebook. • I will report any problems or damage to the ChromeBook to a teacher. • I will not change or attempt to change the configuration of the software or hardware of the computer. • I will not download any programs or files from the Internet or other sources. • I will not attempt to remove any program or files on the ChromeBook. • I understand the ChromeBook is for my child's education. • I will not allow any person other than my child to use the Chromebook whist at home. 	<ul style="list-style-type: none"> • Your ChromeBook should be used for educational purposes. In order to use the ChromeBook in class and to take it home, you must be willing to accept the following terms and responsibilities. • I will recharge the ChromeBook each night and bring it to school each day. • I will not scratch, write on or stick anything on the ChromeBook. • I will keep the ChromeBook in its protective case when not being used. • I will adhere to the guidelines each time the Internet is used while at school or at home. • I will make the ChromeBook available for inspection by an adult upon request. • I will use appropriate language in all communications. • I will abide by copyright laws. • I will use my legal name in all educational activities. • I will not give out personal information to anyone online. • I will not change or attempt to change the configuration of the software. • I will not create accounts with social media that I am legally not allowed. • I will report all problems and damage immediately to my teacher. • I will not download any programs from the Internet or other sources. • I will not attempt to remove any program or files on the ChromeBook except for personal documents. • I will not attempt to repair, alter or make additions to the ChromeBook. • I will be a Responsible and Safe digital citizen (no harassing, bullying, derogatory remarks, intimidating, and/or profanity). • I will not allow any person other than myself to use the ChromeBook, which has been loaned to me by OLSH school.

OUR LADY OF THE SACRED HEART

TECHNOLOGY ACCEPTABLE USER AGREEMENT

This Technology Acceptable Use Agreement is designed to give Learners and families clear and concise guidelines regarding the appropriate use of school laptops and computers. The underlying premise of this policy is that all members of the OLSH community have a responsibility to uphold the Catholic values of our school. We expect our Learners to exercise good judgement and to use technology with integrity. Our digital learning environment provides exciting possibilities to create powerful educational journeys for our Learners, extending well beyond the OLSH learning environment.

Online Safety

To ensure Learner safety Online, it is expected that Learners will:

- Carefully consider the content they upload or post online: this is often viewed as a personal reflection of who they are
- Act responsibly at all times
- Adhere to all social media and online guidelines and ethics
- Adhere to all online terms and conditions
- Report to a teacher or adult if at any time they feel uncomfortable or unsafe online
- Understand that all online interactions are not private
- Not to disclose personal information of their own or others online at any time - no full name, address, phone numbers or personal photos. Avatars only
- Interact appropriately in all online activities including social media - no slandering, cyber bullying, misinformation, gossip or personal attacks
- Not use digital technologies to harass or bully others
- Not disclose usernames and passwords to anyone
- Not use another person's username or password

Machine Safety

To ensure the safety of our digital technologies, it is expected that our Learners will:

- Close lids slowly
- Keep laptops in a safe place with a protective case if food and drink are being consumed
- Carry laptop with two hands and lid closed when moving around (never held by the screen)
- Keep protective covers on at all times
- Report any problems, vandalism, damage or loss of the device to the homeroom teacher and school immediately
- Handle all ICT devices with care and notify teacher immediately of any damage or attention required

Data Safety

To ensure the safety of school and Learner data, it is expected that Learners will:

- Protect and respect the privacy of others
- Backup their data securely by storing their work on their school Google Drive account
- Maintain school device settings for virus protection, spam and filtering
- Not download unauthorised Applications, games or programs without permission
- Not interfere with network systems and security settings
- Not access the data of another user or attempt to log into the network with login details other than their own

Behaviour Expectations

To ensure a safe and positive environment for all, it is expected that all Learners will:

- Follow teacher directions at all times when using laptops
- Ensure that their laptop is left on charge overnight so that it is fully charged for the next day
- Follow teacher directions at all times when using laptops

- Only use their own designated laptop, unless in a collaborative environment with teacher permission
- Only use their own username and password to login. If they feel their login details have been compromised they must tell a teacher or adult immediately
- Only use the accessories supplied to them
- Use copyright free material only, or their own original material-images, video, music
- Not use material that is not their own without a bibliography
- Not edit other's work unless working collaboratively and with teacher permission
- Not stream music from the internet without teacher permission
- Keep screen sharing turned off at all times unless instructed by a teacher
- Keep their laptop clean
- Use a laptop protector

Rules of Engagement

- If a teacher closes a laptop lid, only a teacher may open it again ... this may happen if a Learner is not listening or following instructions
- Learners must understand that the school has access to all login details that Learners use and will be monitoring these regularly
- Skype must be off at all times unless instructed otherwise by a teacher
- Permission must be requested from classroom teacher or leadership before downloading any internet apps/games etc
- Learners will need to read all requirements set out in OLSH Digital Citizen User Agreement and Online Learning before having permission to use the laptops
- Learners will need to complete a Cyber Safety Lesson and receive their Digital Citizenship Licence
- Internet history on laptops will be randomly selected by teachers to view for ensuring Learners are adhering to user agreement
- Learners must keep internet history on their laptop until directed by a teacher to clear

Compliance

It is expected that our Learners will enter into the spirit of this agreement in line with the values of Our Lady of the Sacred Heart Primary School. It is not expected that there will be serious breaches by the Learners. However, in the event of any that arise, the following will be put into place:

- Breaches of the acceptable use agreement in any form will incur the removal of the laptop for a period of up to one week along with formal communication with parents.
- Subsequent breaches will be considered more serious and therefore incur more serious consequences. These will include removal of the laptop for a period of up to 2 weeks and further communication with parents to guarantee and enforce stricter monitoring and follow up at school and home.
- During any time of suspension, Learners will be expected to complete all set tasks with a pen and paper.



Agreement for the use of 1:1 Laptops and Technology User Agreement.

Child's Name: _____

I have read, understood and accept:

Relevant Policies: (please tick)

- eSmart Policy
- School Engagement Policy
- Pastoral Wellbeing and Mental Health Policy
- Social Media Policy
- Behaviour Management Policy
- Technology User Agreement
- I am a Digital Citizenship Statements
- 1:1 Laptop @ home agreement

Safety of our Devices at Home and School

- I will allow my child to take home the laptop, at the teacher's discretion, once they have been granted a Digital Citizenship License. I accept full responsibility for any laptop usage undertaken by my child while at home.
- I agree to pay for replacement and/or repair costs (up to \$200) for any loss or damage to the laptop.
- I have read the OLSH Digital Citizen User Agreement learning and I will abide by all the expectations laid out within. I understand the consequences for any breach of this Agreement and will accept these at the School's discretion.

Parent Signature: _____

Date _____

For Learners

I have read the OLSH Digital Citizen User Agreement and I will abide by all the expectations laid out within. I understand the consequences for any breach of this Agreement and will accept these at the School's discretion.

Learner Full Name: _____

Learner Signature: _____

Date: _____

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OUR LADY OF THE SACRED HEART



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