



Our Lady of the Sacred Heart School

Digital Citizen User Agreement

Foundation – Grade 3

2019



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: _____

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 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.

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

Safety of our Devices at School

- 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.

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: _____



Our Lady of the Sacred Heart Primary School

Google Apps for Education - User Agreement

OLSH uses 'Google Apps for Education' (GAFE) with all Learners in Foundation through to Grade 6. GAFE provides your child with a Gmail account, access to Google Sites, access to Google Drive and other Google applications. We choose to use the web-based applications from Google as it allows a controlled online experience for our Learners and teachers. This platform enables teachers to communicate with their Learners. It will also allow Learners to communicate with one another and their teacher.

In preparation, Learners at OLSH participate in Cyber Safety Lessons and read, discuss and sign the school's various technology and online learning policies and agreements.

All OLSH learners have a school based GAFE accounts which is used for communicating, collaborating and creating. This tool supports the curriculum and enables us to encourage online learning, electronic portfolios, online classroom, video streaming, publishing projects and blogging etc.

A Gmail account:

- Increases Learner access to teachers
- Allows Learner access to other Google products including Gmail, Google Docs, Google Sites, Google Calendar, and Google Classroom
- Provides online file storage space that is available anytime, anywhere
- Allows teachers to share files with Learners
- Extends the classroom learning environment to the home
- Allows for collaboration among Learners in the classroom, within a building, within our school and with other schools
- Facilitates group projects
- Motivates reluctant writers
- Provides Learners with the opportunity to build an electronic portfolio of their school learning experiences
- Provides teachers additional ways to assess Learner learning
- Allows teachers to provide discreet and effective differentiated instruction

Parent Involvement

We want parents to be involved with their child's learning especially with regard to cybersafety and technology. All parents will have full access to their child's Gmail Account. Each child's Gmail Account username will be the Learner's first initial followed by the surname and the following extension:@olshelmore.catholic.edu.au.

Passwords will vary. Please ask your child to share this with you. Parents can obtain their child's Learner's email address and password from the teacher if they would like.

Every child in the school must have parent permission to have a school owned GAFE account.

Google Apps for Education Permission Form

As part of *Our Lady of the Sacred Heart Primary School's* continued effort in creating engaging, online, collaborative learning opportunities, Learners from Foundation to Grade 6 will have access to a *Google Apps for Education Account (GAFE)*. *Google Apps for Education* is a platform created and hosted by *Google*. It includes a variety of services such as email, document creation, communications and more. You can find out more about *Google Apps for Education* here:

<https://www.google.com/work/apps/education/products.html>

These accounts will be created and maintained by *Our Lady of the Sacred Heart Primary School* and will allow Learners to create, collaborate and share work with their peers and teachers. All information created or transmitted can be monitored by *Our Lady of the Sacred Heart Primary School* to ensure all our Learners act appropriately and become positive digital citizens.

Our Lady of the Sacred Heart Primary School believes it is important that Learners have exposure and interaction with web-based technology and communication tools to compete in a global economy.

For this, we are asking for your written permission to the statements below:

As parent/s / Caregiver/s I/we give permission for my child to:

- Use a *Our Lady of the Sacred Heart Primary School* administered *Google Apps for Education Account*, which includes:
- Sending and receiving emails
- Creating, collaborating and sharing documents.
- Use of *Google Drive* for cloud based data storage.
- Use of chat and other communication tools within the *Our Lady of the Sacred Heart Primary School* managed account.
- Use of other *Google Apps* within the *Google Apps Marketplace* that have been approved for use by *OLSH (such as Google Classroom)*

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- I acknowledge that in accordance with the *Australian Privacy Act (AAP8)*, that data created using *Google Apps for Education* can be stored off site and overseas.
 - ***(This means that when a Learner creates a document, sends an email, etc. all of this information is saved in the cloud. This cloud is a series of data centres that saves the information, just like your computer at home would, for easy access. These data centres can be all around the world. The data is secure and can still only be accessed by the account holder (the Learner) and Our Lady of the Sacred Heart Primary School IT administrators, but it is now a requirement of Australian law that you are aware of and allow this)***

Signed _____ (Parent/s or Caregiver/s)

Child's Name: _____

Date: _____

At times, Learners will be asked to log in and access their *Google Apps for Education* account at home for research or homework purposes, this will still fall under the account security policies at place at *OLSH Primary School*, but we cannot monitor or protect your child from content found on the internet when at home.

Please always try to be cyber aware, and talk with your children about their time spent on the internet. *OLSH Primary School* also encourages you to contact us should you require any information or advice about these matters.

Elizabeth Trewick - Principal

OUR LADY OF THE SACRED HEART



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