



Our Lady Help of Christians Primary School

Digital Pack

Rationale:

At Our Lady Help of Christians, we recognise the need for students to be safe and responsible users of Digital Technologies, both at school and home. We believe that teaching students about safe and responsible behaviour while online is essential and best taught in partnership with parents and guardians.

For this reason, we request that parents and guardians of the students at Our Lady's work with us and encourage safe and responsible online use at home. The world our students live in, is increasingly being shaped by their ability to acquire, communicate, access and manipulate information using a range of technologies. This agreement covers your child for the duration of their time at OLHC. We will notify you of any changes made and send you an update at the beginning of each year. You will only need to agree to the contract once. If circumstances change, you can notify the school at any time to remove your child from any agreement.

Included in the Digital Policy:

Before students begin at Our Lady's and at the beginning of each school year, we ask that as a family you read through this Digital Pack. The pack contains three policies for Our Lady Help of Christians, including:

- Digital Technology User Policy - This policy includes the school's expectations for technology use, both in the classroom and at home.
- Communication Policy - This policy includes information about receiving communication through our group email addresses.
- Photograph / Video Permission Policy - to provide permission for students to have their photo taken for a number of different purposes during the school year.

As you read these policies with your child, we ask you to remind them that students must only use their email accounts for learning purposes only. This includes messaging their teacher at home about Home Learning. Students should not use their Gmail accounts to message other students about general conversations. (i.e. "How was your weekend?") Students who do not follow this protocol will have their Google account deactivated, and their use of technology at school revoked.

We also encourage you to discuss social media with your child, as students should not have their own accounts.

The legal required age for registering for any form of social media is 13 years or older.

We require the final page of the Digital Pack returned to school for your child to commence using technology. You may keep the policies for future perusal at home. If you seek any clarification about any of these policies, please do not hesitate to email me and I will be happy to assist you.

Yours sincerely,

Joss Coaley
Digital Technologies
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Our Lady Help of Christians Primary School

Digital Technology User Policy

Please read through the policy with your child to be sure that they understand the details and implications. This policy applies to all students attending Our Lady Help of Christians until they either graduate in Year Six or leave the school.

Student Expectations:

As a safe and responsible user of the school's technology I will help keep myself and other people safe by following these rules:

- I will use ICT for learning purposes as directed by my teacher.
- I will respect all school ICT and treat ICT equipment/devices with care. I will report any breakages/damages to a staff member as soon as possible.
- I understand that I can only use the Internet, email or other networked technologies when a teacher gives permission and there is staff supervision at school.
- I will keep my password private and not let anyone else log in with my username. Adults may however log in on my behalf.
- I will not use any form of ICT to find, create or send material and activities which might upset, offend, harass or humiliate me or anyone else. (Repeated incidence of such behaviours is considered bullying).
- I will not intentionally click on online advertising.
- I will not use search engines to look for things that are not acceptable or inappropriate. This includes anything that is rude, violent or uses unacceptable language.
- The school uniform (or any mention of Our Lady Help of Christians) is not to be posted online including the internet or any form of social media.
- 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 seek teacher permission before uploading any content to websites (e.g. wikis).
- I will not connect any device (such as a USB, camera or phone) to school ICT or download and run any programs or software (this includes games) without the permission of my teacher.
- I will keep my own device or equipment at home and not bring it to school unless I have been given special permission by my teacher or parents (this includes devices such as iPods, iPads, cameras, portable video game consoles or similar).
- I will keep my mobile phone on silent / turned off and in my bag when I am on school grounds, or on an excursion during school hours (permission required to bring mobile phones on excursion) and acknowledge that bringing such a device is at my own risk.
- I will seek permission from individuals before taking photos, recording sound or videoing them (including teachers).
- I will not try to edit or change any part of my Google Account, this includes adding extensions or themes on Google Chrome

If I find anything that is rude, violent or in some other way unacceptable while using any form of ICT, I will follow class guidelines and:

STOP ... what I am doing

BLOCK ... it by minimising or closing my screen so that others can not see it

TELL ... a teacher or closest adult 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 other students at the school is being threatened
- follow teacher directions at all times when using technology

- ensure that they leave any form of technology (iPad, Chromebook, Desktop Computer) is left in the same way it was found
- only use designated technology, directed by a teacher, 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.
- use copyright free material only, or their own original material - images, video, music etc
- not use material that is not their own without including a bibliography or citation

Parent / Guardian Expectations:

- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
- I agree to allow my child to use the internet at school for educational purposes only. I have discussed the scenarios, potential problems and responsible use of the internet with him/her.
- I agree to allow my child to correspond with others using the gmail account provided by the school for grades 3 - 6, for learning purposes only.
- I have also discussed the legalities of social networking sites with my child such as, but not limited to Facebook, Instagram, MySpace, TikTok and Twitter. I understand that social media accounts are not recommended by any staff member from Our Lady Help of Christians for any current student (13 years and above is the legal age for these sites).
- Under no circumstances is the school gmail account allowed to be used to register for any social media, website or application at home or school, unless approved by the school.
- I understand that it is my / our responsibility as parent(s) to supervise my child when using technology at home.
- I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact Joss Coaley (Digital Technologies Leader) immediately.

Smart Watches and Wearables:

As technology progresses, smart devices such as FitBits and Apple Watches are allowing users to do more things with and without access to a mobile phone. Students should not be wearing a smart device at any time, as it is classified as a phone peripheral. Step counters such as FitBits may be worn providing that they are not able to send or receive messages.

We also appreciate that senior students may have their own mobile phone, especially if they are travelling to and from the school independently. If a student does have a mobile phone, it must be switched off when on site and must be handed into the classroom teacher at the beginning of the school day. It will then be returned to the child at the end of the day.

Consequences for Breaching the Agreement

Please note that by not following all of the above expectations may result in ICT privileges (use of technology, Google Accounts) being revoked. In the event of a breach of the Digital Technology rules, the following consequences will be followed:

Discussion with Mr Joss - for the first instance, a discussion with Mr Joss during a recess or lunch break will be appropriate to clarify any misunderstandings of the User Agreement.

Reflection Sheet - in a second instance, the student will be required to recognise the particular rule from the User Agreement that they have been broken and will demonstrate what the right choice would be in the future. A copy of the reflection sheet will be sent home for a parent to sign and return to the school.

Removal of Laptop Privileges - in following instances, a discussion with the School Principal or a member of Leadership will be required and an according amount of time will be decided on not being able to use technology at school. The student will also need to fill in a reflection sheet which is sent home and signed by a parent before being returned to the school.



Our Lady Help of Christians Primary School

Photograph / Video Permission Policy

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications. This is a fantastic way of sharing news and events of our school to our school community.

At Our Lady's, we take photos and videos of students for a range of purposes. This includes celebrating achievements at sporting events and assemblies; demonstrating our learning both in the classroom and excursions; as well as forming memories of special whole school events (including Italian Day, Book Week, Footy Colours Day just to name a few).

We would like your permission to use your child's photographs and videos created, and therefore require you to sign the permission form on the last page. In the unlikely circumstance that a group or company outside the School Community wishes to use a photo or video of your child for promotional, marketing or media purposes, additional permission will be required from the parent or guardian.

By signing this policy, you are agreeing for your child's photo or video to be used for Our Lady Help of Christian's purposes only, including:

- Classroom Displays
- Photos on SeeSaw - our student portfolio application
- Our school newsletter
- School Assembly Presentations
- Year Six Graduation publications such as videos, yearbook and photos.

By signing this policy, you also understand and agree that if you wish to withdraw this authorisation at any time, it is your responsibility to notify the school. Furthermore, emails or requests for single event authorisation will not be accepted.



Our Lady Help of Christians Primary School

Communication / Group Email Policy

At certain times throughout the year, members of the Our Lady Help of Christians Staff need to send communication to parents with updates, news and links. These items are communicated through emails.

When a student joins the school community, they are expected to fill in the Group Email Form which indicates the class they are in for that year as well as up to two email addresses that will be used to share correspondence from the school with. Then, at the first opportunity each year, usually the "Meet the Teacher" conferences, this form is referred to and updated accordingly.

At the beginning of each year, email groups are set up by the Digital Technologies Leader. Each of these groups are then combined to make a "Community" email list including all parents. These groupings are set up privately and therefore email addresses are not shared between families. The group email addresses are used by the school to send notifications to parents about upcoming events, news from the classroom as well as the weekly newsletter.

If circumstances change, it is the responsibility of the parents to notify the school of a change of email address. Email addresses are kept confidential and are not accessible to other families.



Our Lady Help of Christians Primary School

Digital Agreement

The following document needs to be signed for each student, and covers the student until they graduate in Year Six, or if they leave the school earlier. Families are encouraged to sign the Digital Agreement, which covers the child for the Digital Technology User Policy, the Photograph and Video Permission Policy as well as the Communication and Group Email Policy.

Student Name:			
Student Started in:		and will Graduate in:	
Digital Technology User Agreement			
By signing this document, I hereby acknowledge that that I have read the Digital Technology User Policy and completely understand what I have read. I accept all the terms outlined in the agreement and agree to follow the rules that I have read.			
Student Name:			
Student Signature:			
Parent Name:			
Parent Signature:			
Date:			
Photograph / Video Permission Agreement			
By signing this document, I hereby acknowledge and give permission for photos or videos of my child to be published in the publications listed in the Photograph / Video Permission Policy ONLY. I recognise that for any additional photos or videos, including advertising, will require additional permission. I recognise that this agreement covers all events throughout the year and I must notify the school if I change my mind on permission.			
	← Please put a cross in this box and do not fill in the information below if you do not agree for your child to have their photo or video taken.		
Student Name:			
Student Signature:			
Parent Name:			
Parent Signature:			
Date:			



Our Lady Help of Christians Primary School

Communication and Group Email Form

This form is to be filled in at the commencement of a student's time at Our Lady Help of Christians and is valid until the student Graduates or leaves the school.

At the first opportunity of the school year, usually at "Meet the Teacher" meetings, the family will be asked to check the email addresses to ensure they are still valid. It is the responsibility of the families to notify the school in the event of an email change throughout the year.

Student Name:			
Student Started in:		and will Graduate in:	

Any new email address must be entered into the correct box that corresponds to the current year. If the email address does not change, no new email address needs to be added and a tick can simply be placed in the box.

	Year	Email Address #1	Email Address #2
F			
1			
2			
3			
4			
5			
6			

