Morang South Primary School

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Friday, 29 April 2016

Dear Parent / Guardian

Please find attached details related to the school's **eLearning Code of Co-operation for 5/6 students:**

1.   Student eLearning Code of Co-operation (1.1)
2.   eLearning Code of Co-operation – Grade 3-6 Student agreement (1.2)
3.   eLearning Code of Co-operation/Publication Policy – Parent agreement (1.3)
4.   Photography permission (1.4)

AIM:
If we are to realise the **full potential** of the current and **changing** landscape of technology & its **impact** on **learning & teaching** we need to both support and challenge students to harness current technologies, software and 'apps'. Our aim, along with our eLearning Code of Cooperation, is to deliver the highest quality learning and maximising the learning opportunities for our students while using a range of innovative digital technologies and teaching and learning strategies. In a 21st century ICT embedded learning environment, students will have opportunities to co-create, collaborate and communicate in a safe, supportive and innovative 'online' school environment, which respects the privacy of students.

IMPLEMENTATION:
• The *Melbourne Declaration on the Educational Goals for Young Australians* (MCEETYA 2008) recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. When implementing the Australia Curriculum at MSPS, we support students in the transition from **effective *users* of ICT to confident *developers* of digital solutions.** As a result, Web 2.0* tools will be utilised as they are valuable resources for schools. DET recommends software and apps that allow students to be an active participant in their learning through co-creation, collaboration and communication rather than using the Internet to passively read information. Learning to use these tools safely and responsibly is an essential part of the curriculum. (Refer to consent form on following pages).

• At MSPS we celebrate the efforts and achievements of our students by mentioning their participation in school programs in our newsletter which is also on our website. Occasionally group photos and video recordings of students are used. Where students in photographs are identified by name, it is first name only. On a regular basis we celebrate student work by publishing it in the Gorge News and on our website. Authorship of student work is by the student's first name and their home group. **Parent permission is needed for their child to be part of this publishing program** (Refer to consent form on following pages).

• At MSPS we routinely publish student booklets, eg. A class newsletter, camp booklet, year 6 DVD ROM presentation etc., because these publications are for our school programs and are circulated amongst the MSPS students and staff we use student photographs and full student names. **This is an acceptable practice for schools and permission is not needed.**

• On occasions students are invited to be video taped, photographed, recorded or interviewed by national newspapers (please refer to last page for local newspaper consent), television, government publications or other areas of the media. **Parent/guardian consent will be sought before individual occurrence.**

• Each year a commercial photographer takes home group, sport and other group photos of our students which parents can purchase. This is an acceptable practice in schools, which parents can decline when they receive advance notice of when photos will be taken. Individual photos taken of all students at this time and also for the school to use as part of its student information records for educational, health and welfare reasons. **This is an acceptable school practice and permission is not needed.**

All agreements need to be returned to the classroom teacher to enable students to:
- **Use the ICT equipment in the school, including their Netbook.**
- **Use the Internet**
- **Use the Classroom/My Student email, wiki or blog account**
- **Have work published in the Newsletter**
- **Have work published on the Internet/Intranet**

Students will have the opportunity to receive their netbook from Monday 8th February, once the deposit or total upfront amount owing for the Netbook Lease has been paid.

Agreements must be returned no later than <u>Friday 12th February 2016.</u>

Please do not hesitate to contact me or the classroom teacher if you have further enquires.

Yours sincerely,

Sandi Young on behalf of the eLearning team.

*What is Web 2.0 and how is it different from the first generation World Wide Web?

The Internet has changed substantially since the early- to mid-1990s. The first generation of the World Wide Web, or Web 1.0, served chiefly as an information repository, avenue for basic communication, and for those with the necessary skills – a source of connections to learners across the globe. Web 2.0 is about revolutionary new ways of creating, co-creating and collaborating, editing and sharing user-generated content online. It's also about ease of use. There's no need to download, and teachers and students can master many of these tools in minutes. Technology has never been easier or more accessible to all.

The Australian Curriculum states: 'Information and communication technologies are fast and automated, interactive and multimodal, and they support the rapid communication and representation of knowledge to many audiences and its adaptation in different contexts. They transform the ways that students think and learn and give them greater control over how, where and when they learn'. At MSPS, we aim to provide a safe environment for students to learn how to effectively utilise the World Wide Web safely while *living by our School Values.*

(1.1)   STUDENT eLEARNING CODE OF CO-OPERATION 2016

What is eLearning?

In the Australian Curriculum, students develop Information Communication Technologies (ICT) capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. The capability involves students in learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

eLearning refers to the effective integration of a range of technologies across all areas of schooling to support student learning.

What influence does eLearning have on our children?

eLearning creates engaging and active learning opportunities which act as a catalyst for authentic, meaningful learning experiences. As society changes, so does the expectations of what is required for the 'Future Learner'.

Our Future Learners are:
- Profoundly impacted by technology in most aspects of their lives.
- Problem solvers and educational risk takers.
- Critical and reflective thinkers.
- Discriminating users of information.
- Independent, self-directed learners – who value learning and understand the learning process.
- Engaged in authentic learning experiences.
- Involved in learning – engaged and focused.
- Aware of belonging to a global community where the citizens of the world are their co-learners.

What are the benefits of eLearning, including Internet (Web 1.0 & 2.0), Intranet and email?

The power of the Internet and email lies in its ability to create global communities. Students can make connections and become global learners. eLearning can support students in effective use of the Internet and email to:

- Collect, analyse and organise information.
- Co-create, collaborate and communicate (ideas and information) in a safe, supportive and innovative 'online' environment.
- Work with others and in teams.
- Solve problems.
- Increase ICT capability.
- Allows students to investigate, search, share and discuss.
- Allowing children to accept more responsibility for their learning.

So why have an eLearning Code of Co-operation

At Morang South Primary School, we are extremely privileged to be equipped with fantastic ICT equipment. The purpose of these guidelines is to ensure that students use the equipment, Internet and email in a responsible and appropriate manner. It's important that students adhere to school expectations and values within the eLearning Code of Co-operation.

(1.2) eLearning CODE OF CO-OPERATION

PLEASE KEEP THIS COPY AT HOME

1. I agree to follow all teacher instructions and live by our school values regarding the use of my Netbook, the Internet and email.

2. I will take great care of **all** ICT equipment in the school. This includes computers, interactive whiteboards/TV's, digital cameras, scanners and my Netbook.

3. At home, I understand that it is preferred that my brother(s) and/or sister(s) do not use my Netbook.

4. I understand that when I'm in grade 3 (when allowed to be taken home), 4, 5 and 6 it is my responsibility to charge my Netbook each night.

5. I understand that I will be required to replace parts of the Netbook (examples below) if I lose or damage…
    - **The power adapter** (charger). Approximately $40
    - Keys from **the keyboard**. Approximately $45, however, if keys do come off, KEEP them and we can fix your keyboard at no additional cost. Please don't attempt to fix it yourself, as you may damage the keyboard, which may then need replacing.
    - **The screen**. Approximately $120
    - **The case**. Approximately $10

6. I will ensure that any online communication I have (including, emails, blogs, wiki's, etc) represents our school values and does not contain inappropriate content. I will always use the Internet in a mature and responsible manner living by our school values.

7. When using the Internet, I will only access appropriate information, which is relevant to my work. I will make no attempt to access inappropriate material.

8. If I accidentally come across unsuitable material, I will inform the teacher immediately.

9. I will only use my first name on World Wide Web and online communications (I understand the importance of not including surnames and addresses or giving out personal details).

10. I will respect the privacy of teachers and fellow students by not giving out their personal details or reading their e-mail.

11. If I choose to use a USB memory stick from home, I understand that I will only use it to retrieve or transfer the files related to my school work. **I will not** copy, download or put my own software or items unrelated to my school work from the Internet on my Netbook as this may cause a virus or interfere with the *DEECD Edustar* image.

I agree to follow the above agreement and I'm aware that behaviour not meeting the above expectations or our school values will result in a loss of computer and ICT privileges for a negotiated period of time.

Student's name: _____

Home Group: _____

Student's signature: _____

Parent's signature: _____ **Date:** _____

(1.2) eLearning CODE OF CO-OPERATION

PLEASE RETURN THIS COMPLETED AGREEMENT TO SCHOOL

1. I agree to follow all teacher instructions and live by our school values regarding the use of my Netbook, the Internet and email.

2. I will take great care of **all** ICT equipment in the school. This includes computers, interactive whiteboards/TV's, digital cameras, scanners and my Netbook.

3. At home, I understand that it is preferred that my brother(s) and/or sister(s) do not use my Netbook.

4. I understand that when I'm in grade 3 (when allowed to be taken home), 4, 5 and 6 it is my responsibility to charge my Netbook each night.

5. I understand that I will be required to replace parts of the Netbook (examples below) if I lose or damage…
     I. **The power adapter** (charger). Approximately $40
    II. Keys from **the keyboard**. Approximately $45, however, if keys do come off, KEEP them
   III. and we can fix your keyboard at no additional cost. Please don't attempt to fix it yourself,
    IV. as you may damage the keyboard, which may then need replacing.
     V. **The screen**. Approximately $120
    VI. **The case**. Approximately $10

6. I will ensure that any online communication I have (including, emails, blogs, wiki's, etc) represents our school values and does not contain inappropriate content. I will always use the Internet in a mature and responsible manner living by our school values.

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8. If I accidentally come across unsuitable material, I will inform the teacher immediately.

9. I will only use my first name on World Wide Web and online communications (I understand the importance of not including surnames and addresses or giving out personal details).

10. I will respect the privacy of teachers and fellow students by not giving out their personal details or reading their e-mail.

11. If I choose to use a USB memory stick from home, I understand that I will only use it to retrieve or transfer the files related to my school work. **I will not** copy, download or put my own software or items unrelated to my school work from the Internet on my Netbook as this may cause a virus or interfere with the *DEECD Edustar* image.

I agree to follow the above agreement and I'm aware that behaviour not meeting the above expectations or our school values will result in a loss of computer and ICT privileges for a negotiated period of time.

Student's name: _____

Home Group: _____

Student's signature: _____

Parent's signature: _____ **Date:** _____

(1.3) eLEARNING CODE OF CO-OPERATION PUBLICATION POLICY PARENT/GUARDIAN AGREEMENT

I have read and discussed the eLearning Code of Cooperation with my child and I understand that Internet access is designed for educational purposes at Morang South Primary School.
N.B: The school has monitoring procedures in place to limit access to educational material.

PLEASE RETURN THIS COMPLETED AGREEMENT TO SCHOOL

(Please tick yes or no)

Technology activity	Description	Yes, I *do* give permission	No, I *do not* give permission
Internet	Children use the Internet to create, collaborate and then communicate their knowledge and understandings of learning programs.		
Email- Internal	Children send and receive email internally within the school, to other classrooms/teachers.		
Email- External In 2016, Grade 3-6 will be utilising email.	**DET uses Netspace in every school as an Internet Service Provider. Netspace allows schools to provide an email address for students that teachers can monitor and support students to learn how to use email appropriately.** Children send and receive external emails with their home, other schools and other teacher approved organisations as a part of collaborative projects.		
Publishing	Children's work, photograph or video is published on the school website/newsletter or used in school or community publications to celebrate their efforts/achievements. (Authorship of work is by first names and home groups only).		
Web 2.0 tools: -Wiki spaces -Blogs	Children's work, photograph or video is published on a classroom wiki, blog or school website. Only accessed by students in the classroom and by the classroom teacher.		
Video conferencing	Children take part in live video links with our school and other schools who are participating in collaborative projects.		

Child's Name: _____

Parent/Guardian's Name *(Please print)*:_____

Parent/Guardian's Signature: _____

Date: _____   Home Group: _____

It is the responsibility of the parent/guardian to inform the school, in writing, if permission is to be withdrawn. If parents/guardians choose not to give permission, their child/children will not have their work published nor will their name be published for sporting or artistic achievements in the school's newsletter or the Web page. Non return of consent form is deemed to be that approval has not been given by the parent.

Morang South
Primary School

(1.4) **2016 PHOTOGRAPHY PERMISSION**

PLEASE RETURN THIS COMPLETED PERMISSION FORM TO SCHOOL

Child's name: _____   Home Group _____

I consent to my child being photographed within the context of the regular school

program. This may include but is not limited to:

- Classroom activities
- Special days eg. Footy day
- Excursions
- Special Events eg. Concert or Sport events.

I understand that photographs may be published within the school (i.e. newsletter, school intranet site, classroom displays or school displays etc) and may be used as part of our class blogs, class wikis or our school internet site or may be released to the media such as local newspapers.

Signature: _____   Date: _____/_____/2016

Comments (if necessary):