Digital Learning and Technology Policy

(Internet, Social Media and Digital Devices)

(2022 - 2023)

 Help for non-English speakers

If you need help to understand the information in this policy please contact the office staff.

Purpose:

All Victorian government schools are required to have a policy addressing student use of digital learning and technologies. This includes student use of all hardware and software that enables internet access, social media use or access to digital materials or content. This includes all data that can be digitally processed, stored and communicated.

ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others. Digital Learning and Technology, if used effectively and discriminately, provides a unique and powerful opportunity to enhance student learning.

This policy aims to ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our Year 3 to 6 1-to-1 personal device program, and our Prep to 2 shared device program
(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
(e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
(f) our school prioritises the safety of students whilst they are using digital technologies

Scope:

This policy applies to all students and staff at Morang South Primary School.

Staff use of technology is also governed by the following Department policies:

● Acceptable Use Policy for ICT Resources
● Cybersafety and Responsible Use of Digital Technologies
● Digital Learning in Schools and

- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Morang South Primary School's - Child Safety Code of Conduct Policy
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

Definitions:

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, data or video.

Policy:

Vision for digital technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Morang South Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Digital Technologies provide students with the tools to transform their learning and to enrich their learning environment. Students can have the opportunity to;

- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
- understand the implications of the use of digital technologies and their social and ethical responsibilities as users of ICT
- develop skills in discriminate and appropriate digital technologies usage
- develop digital technology literacy skills in all students

Personal Devices at Morang South Primary School - Netbooks Year 3 to 6

In 2023, Morang South Primary School will operate a Bring Your Own Device (BYOD) program for Years 3 to 5. In 2023, Year 6 will continue to operate under a Digital Contribution program, which will be the final year of this program. All Year 3 to 6 classes at our school are delivered with the use of notebook computers. Additional shared tablet devices are provided by the school in resource banks for Year 3 to 6.

In 2023, Year 3 and any new Year 4-5 families are invited to purchase a device for their child to bring to school. Morang South Primary School has made special arrangements with a preferred supplier, *Learning With Technologies (LWT)*, who offer specialised pricing, payment, warranty, insurance, set-up and configuration arrangements for parents/carers to purchase suitable devices for our students.

In line with DET guidance for provisioning of digital device models by schools, the Bring Your Own Device (BYOD) program at Morang South **specifies a choice of two devices** as defined by the school.

In 2023, these two devices are:

- Lenovo ThinkPad 11e 5th Gen - 11.6", 4GB 128GB (non-touch)
- Lenovo 500w Gen 3 Yoga - 11.6" Celeron, 4GB 128GB (touch) (8GB 256GB avail - see LWT)

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are strongly encouraged to consider obtaining their own insurance for their child's device. Morang South Primary School also highly recommends parents of Year 3 students buying devices with the extended 4-year warranty. Students' computers could be subject to tough conditions.

The student's netbooks will be supplied with a base package of DET based software that will allow them to complete the tasks required of them within the classroom.

Students are invited to bring this personal device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Assistant Principal or Principal.

Morang South Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. Families should contact the Principal to discuss circumstances. At times, we may be able to also refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided by the school.

Digital Technologies across the School

Digital Technologies will be incorporated into all levels of the school and across learning domains. This is provided through;

- Foundation to Grade 2 classes allocated at least six iPads and six laptops in each room
- Banks of at least 15 iPads stored in a trolley are available for Year 3/4 and Year 5/6 to utilize as part of their teaching learning program

- All students in grades 3-6 will begin to compile SeeSaw based digital portfolios of their learnings and experiences at school.
- Access to digital resources that reflect the topics being studied at school, and are appropriate to each child's ability, will be made available for school and home use.
- Students have access to a wide variety of suitable information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered
- A variety of supervised and appropriate technology based interactions with other schools and organisations will be actively encouraged, including web-conferences.
- Years 3 to 6 students at our school will have email access
- Teachers incorporating the Victorian Curriculum Digital Technologies and embedded IT capabilities into teaching and learning programs
- The school will also develop and maintain an up-to-date website

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Morang South Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital world.

At Morang South Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in lessons to specific purposes with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- only use students first name and initial from surname in any online published space or email distribution
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including the Cybersafety Project program
- educate our students about appropriate responses to any concern, danger or threats to wellbeing that they may encounter when using the internet and other digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of the School's values, expected behaviour, including online behaviour as outlined in our *Student Engagement, Wellbeing and Inclusion Policy.*
- actively educate students about being responsible for notifying their teacher **immediately** of any inappropriate material so that access can be blocked
- actively educate students on the consequences of publishing, accessing or failing to notify the teacher of inappropriate material. Any consequences will be consistent with our Student Engagement, Wellbeing and Inclusion Policy and Student Code of Cooperation
- have an annual Acceptable Use Agreement (eLearning Cooperation Agreement) outlining the expectations of students when using digital technology at school
- a signed parent and student Agreement is required to be completed in order to gain access to the devices, internet, or to publish student work, photos or videos on the internet
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, and removing offensive content at earliest opportunity
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through our Compass bulletins, information evenings and parenting links on the school website.

- shall require teachers to be responsible for making sure all profession-related internet work is of a high standard, and be screened for accuracy, appropriateness, grammar, spelling prior to publishing.

Distribution of any school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement (eLearning Cooperation Agreement).

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

Our school uses educational platforms such as Google Classrooms, Class Dojo, SeeSaw and websites to support student learning, encourage student-based collaboration, provide feedback and commentary on work. These are class and community based and are monitored by teachers for suitability of content posted or shared.

Parents are welcome to contact the classroom teacher, Assistant Principal or Principals if they have any questions or concerns about students participating in these forums.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the Principal and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Morang South Primary School's *Statement of Values, Student Engagement, Wellbeing and Inclusion* policy, and *Bullying and Harassment Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Morang South Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal or suspension of network access privileges

- removal or suspension of email privileges
- removal or suspension of internet access privileges
- removal or suspension of printing privileges
- removal or suspension of netbook or digital technologies privileges
- other consequences as outlined in the school's *Student Engagement, Wellbeing and Inclusion Policy* and *Bullying and Harassment Prevention* policies

Supporting Digital Technologies

In order for digital technologies programs to run successfully within a school context it is imperative that support resources are available. At Morang South Primary School;

- An 21C Leader will be appointed to our school to lead the 21C Learning -Action Learning Team (ALT), which will coordinate the school's eLearning plan and provide guidance in the use of digital technologies across the school community. The 21C Learning Action Learning team will be made up of staff and will usually meet twice a term
- Each year, grade 6 students will be awarded the leadership role of ICT Leaders and will be asked to represent students in regard to Digital Technologies and promote positive digital technologies behaviour and conduct
- The school Operations Manager, DET TSSP, 21C Learning Leader and Assistant Principal will work to construct and maintain a ICT plan (encompassing eLearning planning and technology planning)
- Technical support by means of Education department funded cluster and local technicians will provide specialised expertise where required.
- A technician is employed in addition to allocated DET TSSP.

Parent and Community Support

- School Council will allocate sufficient funds to ensure the purchase or lease of high quality computers, cabling and peripherals as required by the School ICT Progression Strategy
- A School Council policy detailing the use of the internet and e-mail will be developed
- The community will be kept abreast of changes to learning technologies, and will be invited to be involved or offer feedback in regard to the program where practicable.
- Parents will reinforce safe and appropriate use of digital technologies messages
- Parents will notify the school of any known cyberbullying between students which has occurred during school hours or on school leased devices
- Costs associated with personal internet usage will be borne by student's families.

Communication:

- This policy will be communicated to our school community in the following ways
- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in communications related to annual Acceptable Use Agreements (eLearning Cooperation Agreement)
- Discussed with student as part of Cyber Safety lessons
- Made available in hard copy from school administration upon request

Policy Review and Approval

This policy will be reviewed as mandated on a 2 yearly cycle

Date Implemented	2015; 2019; 1/7/2022
Author	Acting Principal/DET Template

Approval by School Council	(approval required for elements involving parent payments for devices): 18/08/2022
Approval by Principal	Acting Principal - Jane Brayshaw
Date Reviewed	29/06/2022

Appendix A - Prep - 2

MSPS STUDENT eLEARNING COOPERATION AGREEMENT

Dear Parent / Carers,

Please find attached details related to the school's eLearning Co-operation Agreement for:

Prep – 2 students

1. Student eLearning Code of Co-operation (1.1)
2. eLearning Code of Co-operation (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 maximise the learning opportunities for our students while using a range of innovative digital technologies and teaching and learning strategies. In a technology 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. The school's *Digital Learning and Technologies Policy* can be located on the school website in the [policies section](#).

IMPLEMENTATION – USE OF TECHNOLOGIES:

· The *Melbourne Declaration on the Educational Goals for Young Australians* (MCEETYA 2008) recognised 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, technology 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. Learning to use these tools safely and responsibly is an essential part of the curriculum. (Refer to consent form on following pages).

IMPLEMENTATION – PHOTOGRAPHY/MEDIA/WEBSITES/PUBLISHING:

· At MSPS, we celebrate the efforts and achievements of our students by mentioning their participation in school programs in our online newsletter, on our website and within Compass. Occasionally photos of students are used, usually group photos. We do not identify students in photographs by full name; the student's home group or year level only, is identified. On a regular basis we celebrate student work by publishing it through our online newsletter/website or Compass. 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 and is provided via Compass as an agreement within the Course Confirmations section.**

·At MSPS we routinely publish student booklets or learning activities, eg. A class newsletter, camp booklet, instructional/informational video presentation, video documentation of a ceremony or event etc., because these publications are for our school programs and are circulated amongst the MSPS students and staff we may 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 recorded, photographed, recorded or interviewed by local or national newspapers, 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 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 Internet
· Use Classroom communication tools:
  - Class Dojo
  - Google Classroom
  - Google Suite Apps
  - Video Conferencing software such as Zoom or Webex
  - Presentation sites – e.g padlet or prezi
  - Blog/Class website (the teacher may have set a Class Page. More details to follow from the classroom teacher).
  - Email
  - Compass
· Publish work in the online school newsletter, Compass, website or other internet site.

Agreements must be returned as soon as possible please.

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

Yours sincerely,

INSERT PRINCIPAL'S NAME

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 internet safely while living by our School Values.

(1.1)   STUDENT eLEARNING CO-OPERATION AGREEMENT 2023

What is digital eLearning?

In the Victorian 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.

Digital 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? Digital 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, online communities and email?

The power of the internet and email lies in its ability to create connected 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' communities and environments.
· 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

The purpose of these guidelines is to ensure that students use the equipment, devices, internet, online communities 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)   STUDENT eLEARNING CO-OPERATION AGREEMENT   (P to 2)

PLEASE KEEP THIS COPY AT HOME

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

2.   I will take great care of all ICT equipment in the school. This includes computers, laptops, headphones, iPads, interactive whiteboards, digital cameras, scanners and digital video cameras.

3.   I will always use the educational software and the internet in a responsible manner.

4.   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.

5.   If I accidentally come across unsuitable material, I will inform the teacher straight away.

6.   I will ensure that any of messages or emails I send do not contain inappropriate content.

7.   I will only use my first name on the internet and in my online communications (I understand the importance of not including surnames and addresses or giving out personal details).

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

9.   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 loss of access to computers and ICT privileges for a negotiated period of time.

Student's name: _____

Home Group: _____

Student's signature: _____

Parent's signature: _____ Date: _____

(1.3) eLEARNING CO-OPERATION AGREEMENT - PUBLICATION POLICY PARENT/GUARDIAN AGREEMENT (P to 2)

PLEASE RETURN THIS COMPLETED AGREEMENT TO SCHOOL
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 filtering control software in place to avoid inadvertent access to inappropriate websites.

(Please tick yes or no)

Technology activity	Description	Yes, I do give permission	No, I do not give permission
Internet	Children access and use the Internet to enhance their knowledge and understandings of content related to learning programs.		
Communication-Internal	Children send and receive messages and/or email via DET edustar platforms, e.g. Google Classrooms/DET email. Email - DET uses edustar login requirements to provide secured Google domain access and a secured email address for students that teachers can support students to learn how to use email appropriately.		
Communication-External	Children use password-based closed online communities to communicate a class group or with teachers, e.g. Class Dojo, Seesaw or Compass. Blog/Class website (The teacher may have set up a class page. More details would follow from the classroom teacher.)		
Publishing	Children's work, photographs or videos are published on the school website/online newsletter, via Compass or used in school or community publications to celebrate their efforts/achievements. (Authorship of work is by first names and home groups only).		
Publishing – Google Classroom community, Class-based Wikki/Website	Children's work, photographs or videos may be published with the Google Classroom community, on Seesaw or via Class Dojo or in a private class-based online community site or blog.		
Video conferencing	Children take part in live video links with our school staff, educational experts and other schools who are participating in educational programs, under the supervision of a teacher. This includes participation in video conferencing with teachers or specified staff due to government directed lockdowns.		

Child's Name: _____ Date: _____ Home Group:_____

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

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 website. Non return of consent form is deemed to be that approval has not been given by the parent.

(1.2)   eLearning Co-operation Agreement - Yr 3 to 5 (2023)

1. I agree to follow all teacher instructions and live by our school values regarding the use of my Netbook, the internet (including social media) and email.

2. I will take great care of **all** ICT equipment in the school, including my own personal netbook or any netbook device I borrow. I understand that ICT equipment, includes computers, iPads, netbooks, interactive whiteboards/TV's, digital cameras, and scanners.

3. At home, I understand that it is preferred that my brother(s) and/or sister(s) do not use my Netbook, as school related software, websites, licenced sites and resources could be accessed.

4. I understand that when I'm in Year 3, 4, 5 and 6 it is my responsibility to charge my Netbook each night and bring it to school fully charged.

5. I understand that I need to be responsible for the care of my Netbook and that if required to replace broken parts of my personal Netbook this may incur a cost. If there is a safety concern for the damage to the Netbook I may not be able to use it at school until a repair is completed.

6. I will ensure that any online communication I have (including, emails, social media, etc) represents our school values and does not contain inappropriate content. I understand that pretending to be someone else online including by making a fake account is unacceptable. 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 school work. I will make no attempt to access inappropriate material. My Netbook will only be used for tasks related directly to school.

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

9. I will only use my first name on the internet and in 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 *DET 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 Cooperation Agreement - 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 filtering control software in place to avoid inadvertent access to inappropriate websites.*

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 access and use the Internet to access educational information, to create, to collaborate and then communicate their knowledge and understandings of learning programs.		
Communication- Internal	Children send and receive messages and/or email via DET edustar platforms, e.g. Google Classrooms/DET email. Email - DET uses Edustar login requirements to provide secured Google domain access and a secured email address for students that teachers can support students to learn how to use email appropriately.		
Communication - External In 2022, Grade 3-6 will be utilising email.	Children use password-based closed online communities to communicate as a class group or contact teachers, e.g. Class Dojo, Seesaw, Google Classroom or via Compass. Children send and receive emails with approved sources such as their teacher, other schools and other teacher approved organisations as a part of collaborative projects. Blog/Class website (The teacher may have set up a Class Page. More details would follow from the classroom teacher).		
Publishing	Children's work, photographs or videos are published on the school website/online newsletter, via Compass or used in school or community publications to celebrate their efforts/achievements. (Authorship of work is by first names and home groups only).		
Publishing – Google Classroom community, Class-based Website/Blog	Children's work, photographs or videos may be published on Google Classroom community, on Seesaw or via a private class-based online community site, website or blog.		
Video conferencing	Children take part in live video links with our school staff, educational experts and other schools who are participating in educational programs, under the supervision of a teacher. This includes participation in video conferencing with teachers or specified staff due to government directed lockdowns.		

Child's Name: _____ Date: _____ Home Group: _____

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

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 website. Non return of consent form is deemed to be that approval has not been given by the parent.

(1.2)   eLearning Co-operation Agreement - Year 6 (2023)

1. I agree to follow all teacher instructions and live by our school values regarding the use of my assigned Netbook, the internet (including social media) 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 assigned Netbook.

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

4. I understand that when I'm in grade 3, 4, 5 and 6 it is my responsibility to charge my Netbook each night and bring it to school fully charged.

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 $50 + postage
● Keys from the keyboard. Approximately $60 + postage, however, if keys do come off, KEEP them and we may be able to 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 $130 + postage
● The case. Approximately $30 + postage

6. I will ensure that any online communication I have (including, emails, social media, etc) represents our school values and does not contain inappropriate content. I understand that pretending to be someone else online including by making a fake account is unacceptable. 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. My assigned Netbook will only be used for tasks related directly to school.

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

9. I will only use my first name on the internet 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 DET 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: _____

(1.4)   2022 PHOTOGRAPHY PERMISSION - All Year Levels

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, Book Week
· 	Excursions
· 	Special Events eg. Concert or Sport events.

I understand that photographs may be published by the school (i.e. online newsletter, via Compass, classroom displays or school displays etc.) and may be used as part of class blogs, private class websites or our school website or may be released to the media, such as local newspapers.

nature: _____   Date: _____/_____/2022

mments (if necessary):