



9 Digital Technologies Acceptable User Policy Year Prep - 1

Background

Digital Technology at St Leo's School:

- We allow students to use many types of technology in order to promote education.
- Students use the internet only for educational activities, and only with teacher permission.
- The Catholic Education Office (Melbourne) screens internet access, as does the Victorian Education Department; both of these institutions provide valuable educational material to our school.
- SINA (Schools Internet Network Administration), 'Zscaler' and other programs provide high levels of protection.
- We cannot guarantee that such protection will always be 100% effective.
- Students and parents need to know that Web 2.0 data (such as '[Google Apps For Education](#)') is stored in online 'cloud' formats; this data is backed up in multiple, secure locations across the globe.
- We cannot guarantee that such stored data will always be 100% secure.
- Our school aims to abide by eSmart protocols.
- All students from Gr 2 - 6 have personal GAFE accounts which are monitored and managed by the school.
- All students in Gr Prep and 1 have a shared class Gsuite account for research and publishing work.
- All students have a school SEESAW account to share their learning with their family.
- We reserve the right to review any material in user accounts, files or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.
- The Grade two to six staff manage the Gsuite accounts of their class using the Hapara program. Via this program they can share work with students, freeze Chromebook screens and look at students work and emails.

Cyber Safety at St Leo's School:

This agreement refers to the safe use of our School's Digital Devices and the Internet.

As a Student at St Leo's School, I agree to:

Care & Usage of Devices:

- Take care with all digital devices - ipads, computers, Chromebooks, IWB
- Keep food and drink away from the devices
- Only use the equipment when a teacher is present

Work Habits:

- Follow all teacher instructions when using the devices
- Always respect other children's work
- Ask for help when something goes wrong with the devices

Personal safety:

- Use the Internet at our school in a responsible manner.
- Only use my first name when communicating with other people online
- Never give out my own or anyone else's personal details – address, phone number, password
- Turn off the monitor/device and tell my teacher if I find any information that makes me feel bad or uncomfortable

I have discussed this with my child and he/she agrees to follow all of these rules. He/She realises that if they break these rules he/she will attend a meeting with the DT coordinator, class teacher and student well-being coordinator to discuss consequences (this may be the removal of access to devices for a negotiated period of time.)

Parent / Guardian Agreement

Parent/Guardian Acknowledgement:

I acknowledge that my child's photograph, work or video footage may be published in Seesaw, as deemed appropriate by the school.

I understand that use of children's surnames or personal details will be avoided.

I agree that my child may use Educational Web 2.0 tools such as **Google Apps for Education** as part of their school work.

I acknowledge that a photograph of my child may be used without acknowledgment, remuneration or compensation in publications (print, websites) and/or presentations featuring the school, Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV). If parents do not wish their child's image or work to be published in this way please notify the DT Co-ordinator in writing of this matter. cgreen@slaltonanth.catholic.edu.au

I have read and discussed these guidelines with my child.

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Parent's signature: _____

Parent's name: _____

Date: _____