



Digital Technologies Acceptable Use Policy

Gr 2-6

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 Gsuite accounts which are monitored and managed by the school.
- All students in Gr 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.

Cybersafety at St Leo's School:

This agreement refers to Cybersafety using: Our School's Digital Devices (tools), computers, the Internet and any form of Electronic Communication, Computer and Cloud Network, and any other equipment at school (even if it belongs to me or another person):

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

- Take care with all digital devices and equipment belonging to the school, belonging to others, or to me.
- Accept all responsibility for any digital devices that I bring to school.
- Use digital devices, the Internet, email and other electronic communication, only with the supervision and permission of the teacher.
- Ensure all email and electronic communication that I send contains appropriate language.
- Use digital devices & the Internet in a responsible manner.
- Use resources wisely and be responsible when printing out information.
- Respect the intellectual property rights of others.
- Report any breaches of security to the teacher.
- Allow school staff to monitor my use of the Internet and digital devices.
- Accept serious consequences for any breach of the school's cybersafety rules.

As a Student at St Leo's School, I agree not to:

- Change any settings on digital devices and equipment.
- Change any settings on digital devices and equipment belonging to another person.
- Disclose any passwords.
- Access other users' work and accounts.
- Give out personal information; including my surname, address, telephone number or family details, about myself or others.

Web 2.0 Tools: (such as 'Google Apps for Education' and Web/Video Conferencing):

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

- Respect and protect privacy of my own and other student work.
- Protect my login and password.
- Use my own login for third party websites approved by the teacher for educational purposes.
- Use my own login, unless the teacher provides a class login for a Web 2.0 tool.
- Protect the login and password of other students.
- Use the School's Web 2.0 tools in accordance with this agreement, even if I do the work from devices outside of school.
 - Use School Web 2.0 tools as if such tools were a classroom space.

Social Media:

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

- Use Social Media **responsibly**, whether I am at school, at home or elsewhere.
- Report any inappropriate use or comments to my parents &/or teacher.

As a Student at St Leo's School, I agree not to:

- Post private information about others or myself on Social Media.

Consequences:

Misuse of Digital Technology devices or online accounts will result in consequences ranging from loss of privileges for a day, week or month.

In severe cases, the school will:

- Contact parents, and may suspend the offending student’s privileges for a term or more.
- Decide on appropriate consequences after discussion with the child, the classroom teacher, the DT Coordinator, Well Being Leader or the Principal.

Student Acknowledgement:

I agree to abide by these rules and understand the consequences of misuse.

Student’s signature..... Date

Parent 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.

Student’s Name:

Grade:

Parent’s name

Parent’s signature.....

Date