

## ACCEPTABLE USE of DIGITAL TECHNOLOGIES 2017

Dear Parent/Guardian,

The use of digital technologies is an extremely important part of education at Iramoo Primary School. Students are able to use an increasing variety of resources to engage them and give them more ownership and responsibility for their learning. Now more than ever our children have access to the **Iramoo** computer network using desktop and wireless mobile devices. As a result, students have the opportunity to use resources supplied by the school and by the Department of Education and Training (DET) such as **Google Apps for Education** and the Internet.

At Iramoo we recognise that, with the ever increasing use of these technologies at school and at home, it is critical for students to be taught safe and responsible use of online spaces. This includes awareness of:

- Cyberbullying: a form of bullying which is carried out through an Internet or phone service such as email, chat room, online social networking, instant messaging or web pages.
- Protecting privacy: posting private information or pictures online.
- Respecting property: copyright issues related to downloading or unauthorised use of information found online.
- Being proactive and reporting concerns.

Each Iramoo student is issued with an individual **password protected** network login to enable regular use of the **Iramoo** network. This is the **gateway** which gives students access to school based computer programs, a space to save and store documents and filtered use of the Internet. Prep to Grade 2 students regularly use school based programs and save and store documents. They also use some online resources such as Mathletics and teacher selected websites to support their learning.

Grade 3 to 6 students are more active and independent users of online resources. They engage in independent research, email and use Web 2.0 applications including Mathletics, Wikis and Blogs. To enhance student learning each student in Grade 3 to 6 will be issued with a **password protected 'Google Apps for Education'** account. Students in Grades 3 to 6 are **also required** to complete an Iramoo Student 'ACCEPTABLE USE AGREEMENT' each year.

All students in Grades 4 to 6 are involved in our school's **1:1 iPad computer program** where each child is issued with a school owned mobile device for which they are **solely** responsible. Our 1:1 program provides these students with the opportunity for 24/7 access to their device both at home and at school. We expect that **all** students will abide by the principles of **safe and responsible use** outlined in this 'ACCEPTABLE USE AGREEMENT' no matter where or when that child's device is being used.

The provision of this access for our students depends on some very careful supervision and instruction at school **and** at home. We can now have 24 hours a day online access so it is important that we clearly understand the responsibilities we all share in its effective and productive educational community use.

Attached are the '**ACCEPTABLE USE POLICY**' statement, the Student '**ACCEPTABLE USE AGREEMENT**' form and information about the '**Google Apps for Education**' services. Should you require more information or feel that Internet access may not be appropriate for your child please contact your child's teacher or me at school.

Regards,

**PETER MILLS**  
**LEARNING TECHNOLOGY CO-ORDINATOR**

### **Definition of Digital Technologies**

- This Acceptable Use Policy applies to all digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including:
  - **Google Apps for Education.**
  - School owned ICT devices (e.g. desktops, laptops, iPads, printers, cameras, scanners).
  - Devices issued to students as part of our 1:1 program.
  - Email and instant messaging.
  - Internet and Intranet.
  - Blogs.
  - Wikis (e.g. Wikipedia).
  - Podcasts.
  - Video conferences and web conferences.

### **BASIC UNDERSTANDING:**

- The use of all **Digital Technologies and the computer network** provided by **Iramoo Primary School** is seen as a privilege and not a right.
- Access is provided to promote educational excellence through facilitating resource sharing, innovation and communication.
- Responsible and acceptable use is the underlying principle. Students are expected to be polite, use appropriate language and respect the privacy and access rights of others at all times and exhibit the high standards of behaviour when using the network and its resources which are expected at all other times and in all other places.

### **ACCESS:**

- Information about Digital Technologies will be sent out to all parents/guardians annually and include copies of the **ACCEPTABLE USE of DIGITAL TECHNOLOGIES** and the **Digital Technologies Student Acceptable Use Policy**.
- **Each student** will be issued with an Iramoo **Computer Network Account** which will have the following facilities:
  - Personal login.
  - Access to school based programs, Apps and resources.
  - A space to save and store documents, pictures, movies and audio files.
  - Limited access to teacher specified online resources such as Mathletics.
- **Each student** in Grades 3 to 6 will also be issued with a '**Google Apps for Education**' account which will provide additional access to online resources such as:
  - Personal email.
  - Filtered internet access.
  - Web 2.0 applications including Wikis and Blogs.

**NB:** Please see the attached information sheet with information about all the '**Google Apps for Education**' details).

These students and a parent/guardian must sign the **Digital Technologies Student ACCEPTABLE USE AGREEMENT** before they will be issued with a '**Google Apps for Education**' account. This agreement must be renewed annually.

- **Each student** in Grades 4 to 6 will be involved in our school's **1:1 iPad Program** where each child is:
  - Issued with a school owned iPad for which they are **solely** responsible.
  - Provided with the opportunity for 24/7 access to their device.
  - Expected to abide by the principles of **safe and responsible use** outlined in this '**ACCEPTABLE USE AGREEMENT**' no matter where that child's device is being used. (See the Iramoo iPad 1:1 Guidelines for more information about our program).

## GUIDELINES:

- Students must keep passwords confidential and change their password or notify the system administrator if they believe their password is known to others.
- Respect the privacy of all users when using the **Digital Technologies** provided by the school, including the Internet and must not attempt to access other users' accounts.
- Respect the privacy of all users when using digital photography.
- Never disclose personal information on the internet.
- Students must only download or store files for educational purposes
- Students must only use the **Iramoo Network** and its resources such as the internet in line with the school values of Respect, Responsibility and Relationships.
- Students are expected to comply with copyright guidelines.
- Should students inadvertently access inappropriate or questionable material they must notify their supervising teacher.
- Students detecting any inappropriate or irresponsible use by other students of the school's **Digital Technologies** resources are expected to notify their teacher immediately.
- Students must **only** use their '**Google Apps for Education**' facilities for educational purposes.

## GENERAL:

- Network and internet accounts will be monitored and where appropriate subject to access restrictions and size limits
- Samples of students' work may be displayed on the Iramoo Primary School Internet Homepage, identified using students' given name only. Parent/guardian permission will be sought if children's images are to be put on the Internet.
- Students' work and images may be placed on the Iramoo Intranet Site, identified by given name and grade. This information can only be viewed on Iramoo PS computers.
- Breaches of the school's **Digital Technologies Student Acceptable Use Agreement** will be dealt with in the same manner as other behavioural breaches. The school's Student Code of Conduct and Cybersafety Policy will form the basis of all necessary disciplinary actions or deliberations.
- The School Internet Administrator reserves the right to enter any student's network, internet or Google account in order to effectively manage network and internet usage.



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Please sign and return to your child's teacher by Wednesday, March 29, 2017



**IRAMOO PRIMARY SCHOOL No. 5152**



### **ACCEPTABLE USE AGREEMENT:**

As a user of digital resources and computer network at Iramoo Primary School, I have read and I agree to follow the rules stated in the Iramoo Primary School Acceptable Use Policy. I agree to communicate over the network in a reliable fashion.

**STUDENT'S NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

As the parent/guardian of the child signing above, I grant permission for my child to use Internet services such as electronic mail and the World Wide Web and to have work samples displayed on the school internet web page.

I have read the information about the '**Google Apps for Education**' online services and provide permission for my child to access these services.

**PARENT/GUARDIAN'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Google Apps for Education

Our school is going to use the online services provided by Google for your child to use in the classroom.

We seek your consent for your child to use these online services as sensitive information may be collected about your child. Outside of Australia, Google holds user data in data centres located around the world. The information is also subject to such country's jurisdictions.

**This consent is to be read in conjunction with the following additional information:**

- a) **Google Apps for Education factsheet**
- b) **The Iramoo Digital Technologies Student Acceptable Use Agreement**

## Parental Consent

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

## Parental access

You can access personal information held by the Department of Education and Training (DET) about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014 (Victoria)*.

## Providing a safe environment

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to Parent Information on the Australian Government's **Office of the eSafety Commissioner**. (<https://esafety.gov.au>)

## Student responsibilities

When using all digital technologies, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully and responsibly;
- Protect personal information; and
- Look after yourself and others.

## About Privacy

Protecting your child and your privacy is important. Your child's and your family's personal and sensitive information may be collected, used, stored and disclosed as part of your child utilising online services in the classroom. It is important that you read how this happens with respect to each online service in the additional information provided.

## Consent for student use of online services

By signing and returning the **Digital Technologies Student Acceptable Use Agreement** you confirm that:

- You have received and read this Online Service Privacy Information and the additional information.
- You understand how your child's personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time in writing.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

# Google Apps for Education factsheet

There are a number of applications that will be deployed by our school. Please see below a brief description for each service. Details have been verified against the Victorian Government discussion paper on cloud computing in the public sector<sup>1</sup>:

Services	Description	Benefits to Your Child	Things You Need to Be Aware of
<b>Classroom</b> 	Suite of productivity tools for classroom collaboration.	<ul style="list-style-type: none"> <li>✓ Support your child's access to the school portal and class sites for a range of collaborative activities</li> <li>✓ Provides channels to school activities</li> </ul>	
<b>Gmail</b> 	This includes email, contacts and unlimited storage per mailbox.	<ul style="list-style-type: none"> <li>✓ Easy search of staff and students from the same school</li> <li>✓ More storage space</li> <li>✓ Professional email at your school's domain (e.g. @yourschool.edu.au instead of @gmail.com)</li> </ul>	<ul style="list-style-type: none"> <li>! Your child can send and receive emails to/from anyone</li> <li>! This service is monitored</li> </ul>
<b>Drive</b> 	Provides unlimited online storage in the cloud. Files can be shared with staff and students as needed.	<ul style="list-style-type: none"> <li>✓ Unlimited storage</li> <li>✓ Your child's access is restricted to his/her class and school</li> </ul>	<ul style="list-style-type: none"> <li>! Your child may share documents with students and staff from Iramoo Primary School</li> </ul>
<b>Calendar</b> 	Online calendar integrated with entire Google Apps suite.	<ul style="list-style-type: none"> <li>✓ Provides channels to school activities</li> <li>✓ Reduced time planning with calendar that integrates with Gmail, Drive, Sites and Hangouts</li> </ul>	
<b>Docs</b> 	Online word processor that lets users create and format text documents and collaborate with other users in real time.	<ul style="list-style-type: none"> <li>✓ Enables your child to create and edit docs with any modern browser</li> <li>✓ Your child can jointly write and edit documents with other students</li> </ul>	
<b>Sheets</b> 	Online spreadsheet app that allows users to create and format spreadsheets and simultaneously work with other users.	<ul style="list-style-type: none"> <li>✓ Enables your child to create and edit spreadsheets with any modern browser</li> <li>✓ Your child can jointly write and edit spreadsheets with other students</li> </ul>	
<b>Slides</b> 	Online presentation app that allows users to show off work in a visual way.	<ul style="list-style-type: none"> <li>✓ Enables your child to create and edit slide presentations with any modern browser</li> <li>✓ Your child can jointly write and edit slide presentations with other students</li> </ul>	
<b>Sites</b> 	Allows the creations of internal or external facing web site pages to share and collaborate on docs, videos and more.	<ul style="list-style-type: none"> <li>✓ Enables launch of websites for class, team, or a project with easy site builder</li> </ul>	
<b>Hangouts</b> 	Real-time communication and messaging application, it allows users to send and receive messages, photos and videos; and even video calls.	<ul style="list-style-type: none"> <li>✓ Allows your child to socialise with other students online</li> <li>✓ Relationship building with other students</li> <li>✓ Promotes knowledge sharing</li> <li>✓ Allows your child to actively collaborate with his/her class about school work</li> </ul>	<ul style="list-style-type: none"> <li>! Your child is able to have private conversations with any students at his/her school</li> <li>! Personal conversations are recorded in his/her email accounts</li> <li>! <b>Unlikely to be used!</b></li> </ul>

## Google Apps for Education factsheet (continued)

### What it is

Google Apps for Education is an internet based service by Google for **educational purposes only**. It provides students with access to email, calendar, blogging, document sharing and video-conferencing facilities from school, and at home.

### What it is not

Google Apps is **not** for student records. Google Apps is **not** to be used for your child's personal activities and must be used in accordance with his/her school's Acceptable Use Agreement.

### Protecting student information in Google Apps for education

Before deciding to use the services, the Department undertook a privacy and security risk assessment and has an arrangement with Google that sets out how information will be protected. The arrangement means that:

- Ownership of user data rests at all times with users, not Google.
- Google will meet stringent international standards widely acknowledged as the benchmark for providers of Online Services.
- Google demonstrates it has met its user data commitments via annual audit conducted by an independent third party auditor.

<b><i>What data is collected and where is it stored?</i></b>	Personal information such as name and schoolwork may be collected by the system.  Outside of Australia, Google holds and supports user data in its data centres located around the world.
<b><i>How is the data used?</i></b>	Google will <b>only</b> use information it holds to provide the services to the school. It will <b>not</b> use it for advertising purposes or to create advertising profiles.
<b><i>Is the data secure?</i></b>	Physical data centre access is restricted to authorised personnel. Google personnel are only able to access user data in extremely limited circumstances and subject to rigorous approval and oversight.
<b><i>When is the data deleted?</i></b>	Google will remove all user and associated data from its system when the Department removes a user account from the system. If the agreement between the Department and Google ends, Google will provide access to the data for 180 days and after that will delete all the information.
<b><i>How is the data disclosed?</i></b>	Google will only disclose information to other parties where needed to provide the services or where required by law.

## Google Apps for Education Privacy Information

### Google Apps for Education Terms and Conditions

[http://www.google.com/apps/intl/en-in/terms/education\\_terms.html](http://www.google.com/apps/intl/en-in/terms/education_terms.html)

### Further information on how Google protects privacy:

<https://www.google.com/edu/trust/index.html>

<https://support.google.com/work/answer/6056650>

### Frequently asked questions:

<https://support.google.com/a/answer/139019>

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