



# Wendouree Primary School

## ICT Acceptable Use Agreement

### CONTEXT

Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Wendouree Primary School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

### DEFINITIONS

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and IPADS
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

### GUIDELINES

- Staff use of Wendouree Primary School's devices and/or network to access the internet or any other ICT application, is governed by the Department's [Acceptable Use Policy \(AUP\)](#) as amended from time to time.
- Wendouree Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs.
- Student use of the Wendouree Primary Schools' devices and/or network to access the internet or any other ICT application is governed by Wendouree Primary School's Acceptable Use Agreement for students.



Students will be made aware of behaviour which is not acceptable when using ICT and the school's Student Engagement Policy will apply to breaches of expected behaviours – see "Consequences" below.

- Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc) will not be tolerated by Wendouree Primary School and consequences will apply to students in accordance with Wendouree Primary School's Student Engagement Policy.
- Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.
- Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Wendouree Primary School's Acceptable Use Agreement/Procedures for students.
- The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action.
- Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.
- Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film.
- Wendouree Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
  - a clear explanation of the film or photo process
  - proper information about the project, including the message, the medium and the audience
  - all proposed and foreseeable uses of the material, including secondary uses
  - the impacts of the material being disseminated
  - timeframes
  - any relevant intellectual property matters
  - that the person can choose not to be photographed or filmed.

Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered



images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

## RESPONSIBILITIES AND CONSEQUENCES

This Acceptable Use Agreement is intended to operate within and be consistent with existing school policies and procedures in areas such as;

*Wendouree Primary School's*

- Student Engagement Policy
- Anti-bullying (specifically cyber-bullying)
- Privacy policy

### Responsibilities

It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, 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.

### Consequences of Improper Use

Consistent with the Wendouree Primary School Student Engagement Policy breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.



### **For Students:**

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- removal of iPad or Laptop privileges
- other consequences as outlined in the school's Student Engagement Policy.

### **For Staff:**

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information - <http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

Use of ICT to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.





## Wendouree Primary School Senior School STEM Program Google Classroom & Office 365 Access

Dear Parents/Carers,

As part of our STEM Program we are extending the range of apps and technologies students are using in the Senior School. We will be introducing the students to Google Classroom and teaching them how to use it in a safe and appropriate way. The applications offered as part of the Google Classroom Suite will be an integral part of our learning. Our students will also once again be using Office 365 application to support their learning.

Attached you will find additional information about Google Classroom and the applications we will be using. You will also find a similar information form detailing Office 365. As part of the DET license we require parents to give permission for students to use these applications.

The Department has provided **two OPT OUT forms** at the bottom of the attached document. Please note these document are **only to be returned and filled out if you DO NOT want your child to use these applications.** This may seem a little different to how we usually get permission from parents however we are required by DET Policy to collect permission in this case, in this way. If you do wish for your child to OPT OUT please return the signed OPT OUT form to school.

If you **DO** give permission for your child to use these new ICT programs at school you don't need to do anything except read through the information so you are aware of the programs they will be using this year.

We look forward to further developing the STEM capabilities of our Senior School students.

Mike Smith - STEM Leader



## WHAT is STEM?

STEM is an approach to learning and development that integrates the areas of science, technology, engineering and mathematics.

Through STEM, students develop key skills including:

- problem solving
- creativity
- critical analysis
- teamwork
- independent thinking
- initiative
- communication
- digital literacy.



### Why is STEM important?

The global economy is changing. Current jobs are disappearing due to automation and new jobs are emerging every day as a result of technological advances.

The continual advances in technology are changing the way students learn, connect and interact every day. Skills developed by students through STEM provide them with the foundation to succeed at school and beyond.

Employer demand for STEM qualifications and skills is high, and will continue to increase in the future. Currently, 75 per cent of jobs in the fastest growing industries require workers with STEM skills. To be competitive, the Australian workforce needs people who can adapt to a changing workplace.

STEM empowers individuals with the skills to succeed and adapt to this changing world.

We look forward to a fantastic year of STEM learning ahead.

Mike Smith - STEM Leader

# G Suite For Education

## INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, G Suite for Education and advice in relation to its safe and responsible use.



### What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.
- Location information and preferred language.



### Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



### When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

G Suite for Education is an internet based service provided by Google for classroom activities. It provides students with access to online education services such as:

- Classroom
- Gmail
- Drive
- Calendar
- Vault
- Docs
- Sheets
- Forms
- Slides
- Sites
- Hangouts

The online services offered by Google may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on G Suite for Education visit:

<https://edu.google.com/k-12-solutions/g-suite/>



### What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

### What information might students store in G Suite for Education?

- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), student's schoolwork will also be stored in G Suite for Education.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland and Belgium.



## How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Google to enable them to only access their own information on G Suite for Education, there are some things that you can do to help keep their information safe.

**Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.**

Teachers will remind students to only use G Suite for Education for activities related to schoolwork.

**Talk about appropriate uses of technology at school and at home. Remind them that anything uploaded to G Suite for Education can be viewed by teachers.**

In rare cases, Google's technical support team may have access to information stored in G Suite for Education.

**Please note that Google will never contact you or your child directly. If you or your child are contacted by anyone claiming to be Google support, contact your school immediately.**

### ✓ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

### ✗ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

**ONLY complete the section below if you DO NOT want your child to have access to this online service.**

## G Suite for Education - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything for your child to have access to this service.**

Student Name:

Home room:

Date:

I **DO NOT** wish for my child to have access to G Suite for Education and understand that alternative arrangements for allocating work will be made.

Parent / Guardian Signature:

Parent / Guardian Name:





# Office 365

## INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.



### What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and



### Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



### When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or



**Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:**

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

These tools are for collaboration which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department of Education.

For more details on Office 365 visit:  
<https://products.office.com/en-au/student/office-in-education>



### What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.

- Promotes knowledge sharing.

### What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in in Victoria and New South Wales.



## How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

**Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.**

Teachers will remind students to only use Office 365 for

**ONLY complete the section below if you DO NOT want your child to have access to this online service.**

technology at school and at home.

**Remind them that anything uploaded to Office 365 can be viewed by teachers.**

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

Please note that **Microsoft will never contact you or your child directly.** If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.


### ✘ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
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SCHOOL  POLICY

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If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

I **DO NOT** wish for my child to have access to Office 365 and understand that alternative arrangements for allocating work will be made.

**Student Name:**

**Home room:**

**Date:**

**Parent / Guardian Signature:**

**Parent / Guardian Name:**