

St. John the Baptist Parish School eLearning / eSmart Policy

RATIONALE

St John the Baptist Primary School is pleased to provide staff and students with access to the Internet and eLearning resources. At St John the Baptist, we believe that Information and Communications Technology (ICT) are a key component of our curriculum which has the potential to engage students using current and emerging technologies. We are focused on providing students with rich learning environments with eLearning resources that promote, support, enhance and transform their learning. In line with the Victorian Curriculum, we aim to teach students to develop innovative solutions to complex problems and contribute to sustainable patterns of living. We hope to achieve this by helping students develop new thinking and learning skills, to create multimedia products, to develop more productive ways of working and solving problems and to communicate their ideas.

All students agree to an eLearning User Agreement that is introduced at the beginning of each year. The eLearning User Agreement documents have been developed in order to promote positive learning experiences and appropriate use of eLearning resources provided by the school. Parents are required to sign annual Internet Agreements and Staff sign Internet Agreements at the commencement of employment.

This policy is reviewed regularly as part of the school's review cycle and to keep abreast with the ongoing and dynamic nature of technology.

SAFE ACCESS TO ONLINE EDUCATION RESOURCES

All Catholic schools in Victoria access the Internet in a controlled, secure environment designed exclusively for schools. Internet access is restricted and managed by the school, in accordance with Catholic Education Melbourne, using the Zscaler Web Management system. This means that staff and students at St John the Baptist have restricted access to the Internet and will only be able to access approved websites that are deemed educationally relevant and safe. Restricted sites are therefore blocked and any attempt to access these sites is recorded and the user is identified.

Please note that when students are using the Internet at home, which includes the use of programs and applications that are used at school, that the school's Internet filtering and website management is not applicable. It is important to ensure that home internet is protected and filtered and access to such resources is closely monitored.

In 2015, students and teachers started using GAFE (Google Apps for Education) - a cloud based learning platform, which allows teachers and students to create a range of documents online, email, share calendars etc. A letter was sent home to parents of all students, informing them of the basic details about GAFE.

eSMART FRAMEWORK

St John the Baptist promotes positive online behaviour and will make every effort to ensure the safety of students whilst accessing the Internet and eLearning resources at school.

St John the Baptist Primary School has used the eSmart Schools Framework to inform our teaching and learning in the areas of cybersafety and digital citizenship. We have reflected and acted on how we can improve our eLearning provision through effective school organisation, appropriate school plans, policies and procedures, nurturing a respectful and caring school community, facilitating effective teacher practices, implementing an eSmart curriculum, and fostering partnerships with parents and local communities.

OUTLINE AND PURPOSE OF THE NETWORK FACILITIES

Within the secure online learning environment provided at St John the Baptist, the following facilities are provided to support and promote a transformative learning environment which aims to improve student learning outcomes. The resources are redistributed annually to ensure that all equipment is used to benefit the maximum number of student. As of 2016, the grade 6 students are 1:1 with laptops and the rest of the school operates at above 1:2 with a mixture of laptops and iPads. The school's current ICT provision is:

HARDWARE

- Interactive Whiteboards or LED TVs in every classroom.
- Laptops and iPads in every classroom.

SOFTWARE

- Safe and secure Internet access (ADSL2+ WLAN and WiFi), which provides students with dynamic, unprecedented learning opportunities
- A school website, communicating school information and learning successes with the global community, updated and maintained by the school Principal, eLearning Leader and appointed classroom teachers
- A school app (Skoolbag), which is used for communicating important and relevant information within the school community
- Classroom web sites, as a collection of online learning activities and useful links, updated and maintained by classroom teachers for student use)
- Individual email (Gmail) accounts for all staff and students (not activated until grade 2)

- A range of on-site digital learning programs/software, accessed via the school network
- Mathletics subscription for all students
- GAFE subscriptions for all students and all staff
- A range of educational apps

PERSONNEL

- eLearning Leader – Emily Davidson
- ICT Technician -Scott Bauer (REconnect IT)

STAFF CODE OF PRACTICE

The following expectations are set to enable the school to operate effectively and to provide a safe and engaging environment for all.

The Principal/Deputy Principal/eLearning Leader are to be informed of any incidents that occur whilst at school. These must then be recorded and appropriate action taken, according to the school's flowchart procedures (see Appendix One).

GENERAL RESPONSIBILITIES

- The shared staff Curriculum folder (located in 'T:/' Drive) contains important school information and documents. Staff members are not to modify or delete **system** files stored in this folder.
- Email accounts are provided through our Google domain and hosted by Gmail. There is an unlimited storage capacity for staff email accounts, however it is recommended that staff maintain an organised and simplified email account.
- With the implementation of GAFE, all staff are provided with a Google Drive, with unlimited storage for Google format files (ie Google Docs, NOT Word documents). As GAFE is cloud based, staff need to be aware that although the Google cloud servers are some of the most secure and sophisticated in the world, we are still legally advised to not store any sensitive information pertaining to students or their families in Google Drive. Assessment results are fine, but personal information, such as DHS reports and ILPs/PLPs are best stored on our network (W Drive).
- Classroom teachers are responsible for ensuring that their children have parental permission to access the internet, and that parents are aware of their rights and responsibilities in regards to cybersafety (see Appendix One)

TEACHING & CLASSROOM PRACTICE

- The school's computer network and eLearning resources are to be used for educational purposes. All technology used at St John the Baptist is in accordance with licensing and copyright agreements. Adherence to copyright includes appropriate transfer and/or permission (download/upload) of various media and intellectual property.

- Staff are required to log off devices prior to student use. **Students are not to use a teacher's log in under any circumstances** (this also applies to junior school students who are still learning to log in with their own username and password). Staff **must** ensure that students are using their class logins for the devices and their individual accounts for GAFE.
- All students are required to sign the Student eLearning User Agreement (See Appendix 2) and adhere to the rules and procedures within. Staff are required to explicitly teach and enforce the relevant elements of the eLearning Policy (this document) and Student eLearning User Agreement with students. It is the responsibility of the classroom teacher to ensure that students' use of eLearning resources has an educational purpose (as stated in work programs and planning documents) and is **actively** monitored at all times. No student is to be left unattended with eLearning resources. Students may use eLearning resources and appropriate applications during wet/hot day timetables at the classroom teacher's discretion and under active supervision. Staff are required to ensure equal and fair access to eLearning resources is provided to all students.
- Classroom teachers are to monitor and oversee student printing. To reduce paper waste, teachers are expected to teach students to use *Print Preview* prior to printing, and adjust document formatting where appropriate.
- All student misconduct or inappropriate use must be reported to the Principal/Deputy Principal/eLearning Leader immediately.
- Staff may only use student images within digital presentations if written consent has been provided by parent(s)¹. At no stage are students' full names to be published alongside photographs/videos of them.
- All staff are required to complete the electronic roll twice daily (before 9:30am & 2:30pm) using nForma.
- Classroom and Extra Curricular Teachers are required to complete student reports twice a year using nForma.
- It is the role of the school's eLearning Leader to assist staff with Professional Development. All staff are expected and encouraged to seek assistance in the area of eLearning to compliment and extend their skills.

RESOURCE MAINTENANCE

- Staff are to ensure that the school's eLearning Resources (IWB, classroom computers, student laptops, printers, iPads, digital cameras and all associated accessories) are kept in good, optimal working condition.
- In the case of concerns, breakages, faults or maintenance problems with ANY eLearning Resources, the eLearning Leader is to be informed immediately via email to ensure prompt resolution within the Warranty periods to avoid incurring repair costs. It is advised that staff/students do not attempt repairs themselves unless instructed to do so by the eLearning Leader.
- All devices must be shut down at the end of each day. Vital network and system updates only occur when devices are shut down. Without these important

¹ A standard collection notice is sent home each year confirming whether this permission is granted.

updates, the life-span and operational capabilities of devices within the school network will be compromised.

- Food and drink must not be consumed near eLearning resources. Students are not to have personal mobile devices (mobile phones/tablet devices) at school, unless handed to the school office before school

ONLINE BEHAVIOUR

As professionals, all staff are expected to use technology and all associated resources and applications appropriately. This includes the manner in which we communicate and behave online. Unauthorised school communication and/or personal opinions on school issues are not to be shared online. It is deemed unacceptable for staff to use online facilities such as email, blogs or social media forums to post information about students, colleagues or parents within the school. Staff are expected to maintain an exclusive personal and professional online presence and ensure that all posts (professional and personal) they make on social media forums align with high ethical standards. Staff are not permitted to communicate with students via social networking sites. School email can be used to communicate with students and parents for educational purposes. Due to the potentially insecure nature of email and the internet, caution must be exercised in communicating personal or sensitive information via email. Personal use of electronic devices (laptops, iPads, mobile phones) during scheduled class time and whilst attending meetings is not permitted. Staff are, however, required to have their mobile phone on their person whilst on yard duty, for emergency purposes. It is expected that staff who have social networking accounts maintain appropriate privacy settings.

STUDENT CODE OF PRACTICE

(see also Student eLearning Agreements in Appendix 2)

Learning at St John the Baptist takes place in a safe, secure and supervised environment. All students are required to adhere to the relevant Student eLearning User Agreement to enable the school to operate effectively and to provide a safe and engaging environment for all. Students' use of the school's eLearning resources, including email, will be monitored. As per the St John the Baptist Student eLearning User Agreements, the following expectations are set to promote educational excellence:

GENERAL RESPONSIBILITIES

- Students are required to follow their teacher's directions at all times when using the school's eLearning devices (such as computers, laptops, iPads and digital cameras)
- Students are required to care for and respect the school's eLearning resources at all times

- Students may not change any settings on school eLearning devices (including desktop background, browser themes, gadgets, widgets, mouse cursors and desktop icons) and will report any misuse to their classroom teacher or eLearning Leader
- Students are not permitted to stream music/video multimedia files through any of the school's eLearning devices without explicit permission
- Students are required to immediately report anything that they see online that makes them feel uncomfortable or unsafe
- Students are required to immediately report any misuse of school eLearning resources by another student, including inappropriate online behaviour
- Students are expected to maintain an organised work folder on the school network (U:/ drive) and their GAFE account
- Students need to memorise their usernames and passwords and ensure they are not shared with or used by anyone else. Students may not share or use anyone else's username or password
- Students may only use their first name when communicating online. They may not share any personal information about themselves or anyone else, such as surnames, addresses, email addresses or telephone numbers. Students must always let the teacher know if someone requests this information
- When using the Internet for communication, students must always use language and behaviour that is appropriate, respectful and safe. All replies and posts must relate to their learning and the learning of others
- School email accounts are to be used for school based activities only. Students may not open/respond to any emails, attachments or links in an email from anyone they don't know or trust. Students are expected to regularly clear their email account
- Students may not bring USBs or their own personal devices (such as iPods, iPads, mobile phones, Nintendo DSs, etc) from home to use at school for personal reasons
- Students who have written parental consent and teacher consent to bring a personal device to use at school for educational purposes, must hand the device to their classroom teacher before school. Students must also seek out the assistance of the eLearning Leader to connect their device to the school WiFi and zScaler Proxy Settings prior to use
- Social Networking sites (Facebook, Instagram, Kik, SnapChat, Vibe, etc) are not to be accessed on the school premises
- Students under the age of 13 are not permitted to have Social Networking accounts for sites with such age restrictions. Teachers are authorised to report any students who are found to have such accounts to the relevant Social Networking site
- Students are expected to be conservative with their printing and photocopying.

CLASSROOM PRACTICE

- The school's computer network and eLearning resources are to be used for educational purposes. All technology used at St John the Baptist is in accordance

with licensing and copyright agreements. Adherence to copyright includes appropriate use of various media, such as use of images and other intellectual property from the Internet within multimedia presentations. Students may not reproduce any materials that are protected by Copyright.

- Students are required to log off devices after use. Students are not to use anyone else's network/software log in under any circumstances.
- Students are not permitted to attempt to gain access to another user's network/software account, nor may they interfere with another user's work.
- All students are required to sign the Student eLearning User Agreement and adhere to the rules and procedures. This is to be revised on a regular basis.
- Students may use eLearning resources and school appropriate applications during wet/hot day timetables at the classroom teacher's discretion and under active supervision.
- Students are entitled to provision of equal and fair access to eLearning resources.
- Classroom teachers are to monitor and oversee student printing. To reduce paper waste, students are expected to use *Print Preview* prior to printing, and adjust document formatting where appropriate.
- All student misconduct or inappropriate use will be reported to the Principal/Deputy Principal/eLearning Leader immediately.

DEVICE MANAGEMENT

- Students are responsible for helping to keep the school's eLearning Resources (IWB, classroom computers, student laptops, printers, iPads, digital cameras and all associated accessories) in good, optimal working condition. Students are prohibited from engaging in any activity that may cause damage to the school's eLearning resources, including physical and virtual damage (eg. downloading attachments or files that may contain a virus).
- In the case of concerns, breakages, faults or maintenance problems with ANY eLearning Resources, the eLearning Leader is to be informed immediately. It is advised that students do not attempt repairs unless instructed to do so by the eLearning Leader.
- All devices must be shut down at the end of each day. Vital network and system updates only occur when devices are shut down. Without these important updates, the life-span and operational capabilities of devices within the school network will be compromised.
- Food and drink must not be consumed near eLearning resources.
- Students are not permitted to have or use personal mobile devices (such as mobile phones) at school, unless handed to the school office before school, accompanied by a letter of consent from their parent(s), addressed to the school principal. Students are then only permitted to collect these devices from the office when they leave school for the day.

ONLINE BEHAVIOUR

All students are expected to use technology and all associated resources and applications appropriately. This includes the manner in which we communicate

and behave online. Students need to be aware that anything they publish digitally (not necessarily online) forms their 'digital footprint' and will affect their personal reputations now, and in their futures ahead. It is an expectation that students will not only learn the right thing to do, but will practice positive online behaviours. Unauthorised school communication and/or personal opinions relating to school issues are not to be shared online. It is deemed unacceptable for students to use online facilities such as email, blogs or social media forums to post information about other students, staff or parents within the school. Students are expected to ensure that all posts they make online align with high cybersafety and ethical standards. School email can be used to communicate with teachers and classmates for educational purposes. Personal use of electronic devices (iPods, mobile phones) whilst on the school premises is not permitted. Whilst at home, children are expected to continue adhering to appropriate online behaviour expectations, as is required at school. Parental supervision is strongly recommended whilst children are using electronic devices, especially when connected to the Internet.

APPENDIX ONE: Parent Agreements



St John the Baptist
PARENT AGREEMENT 2016
ICT / Cybersafety



I understand that St John the Baptist Parish Primary School will:

- Do its best to enhance learning through the safe use of ICT. This includes educating children in the effective use of technology, and working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment / devices at school, or at school related activities
- Encourage and develop an understanding of the importance of cyber-safety in students and their families through education.
- Keep a copy of the Student Internet Contract on file
- Respond to any breaches in an appropriate manner
- Welcome enquiries from parents or students about cyber-safety issues

My roles and responsibilities as a PARENT / GUARDIAN:

- I will read this School Internet Contract with my child and will discuss the information explaining why it is important
- I will return the signed Internet Contract to school
- I will support the school's cyber-safety programme by encouraging my child to follow the cyber-safety rules, and to always ask the teacher if they are unsure about any use of the ICT equipment/devices
- I will encourage my child to use cyber-safe practices all the time, not just at school
- I will contact the principal or teacher to discuss any questions I might have about cyber- safety and / or the Student Internet Contract

PLEASE DETACH AND SIGN BELOW AND RETURN TO SCHOOL

-----<-----<-----<-----

St John the Baptist ICT / Internet Permissions 2016
(please tick the relevant box)

Date

I have read the Student Internet Contract with my child and I am aware of the school's initiatives to maintain a cyber-safe learning environment, including what my child's responsibilities will be. I give permission for my child to use school equipment and to access the internet.

Name of student

Name of Parent / Guardian

Parent / Guardian signature.....

APPENDIX TWO: Student Agreements



St John the Baptist
eLearning Contract 2016
Year 3 – Year 6



PLEASE READ ALL THE INFORMATION ON THIS CONTRACT WITH YOUR CHILD BEFORE YOU BOTH SIGN IT, AND RETURN TO YOUR 2015 CLASS TEACHER.

1. I cannot use the school ICT equipment until my parents (s) / caregiver and I have signed my Internet Contract and the completed form has been returned to school.
2. I can only use the computer and other school ICT equipment for school work, or when *explicitly* given permission by the teacher.
3. If I am unsure whether I am allowed to do something involving ICT equipment, I will ask my teacher first.
4. If I have my own user name, I will log on only with that user name. *I will not allow anyone else to use my user name.*
5. **I will not tell anyone my password.**
6. I can only go online or access the Internet at school when a teacher gives me permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive or to bully, harass or in any way harm anyone else connected to our school, or the school itself, or people outside of the school, even if it is meant as a 'joke'.
8. While at school , I will not :
 - a. attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language.
 - b. make any attempt to get around, or bypass, security monitoring and filtering that is in place at our school.
9. If I find anything mean, or rude, or things that I believe are not acceptable at our school on any ICT, I will
 - a. Not show others
 - b. Get a teacher straight away.
10. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.

11. If I bring a mobile phone, camera, tablet computer or other ICT device to school, it must be signed into the office every morning and I can collect it at the end of the day.
12. I must have permission from home to bring any ICT equipment / device from home if using it in the classroom (under teacher supervision) for educational purposes (e.g. camera / games / ipad).
13. I will not connect any device (such as a USB drive, camera, or phone) to school ICT, or run any software, without a teachers' permission.
14. This contract applies to any ICT equipment/device used on school property, whether or not it belongs to the school.
15. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.
16. Personal Information includes (but is not limited to):
 - a. Name
 - b. Address
 - c. Email address
 - d. Phone Numbers
 - e. Photos
17. I will respect all school ICT devices/equipment and will treat all ICT devices/equipment with care. This includes
 - a. Moving safely around ICT devices/equipment
 - b. Not intentionally disrupting the smooth running of any school ICT systems
 - c. Not attempting to hack or gain unauthorised access to any system
 - d. Following all school cyber-safety rules, and not joining in if other students choose to be irresponsible
 - e. Reporting any breakages / damage to a staff member
18. I understand that if I break these rules, the school may stop me from using ICT devices/equipment. The school may also need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

I understand that if I break these rules, the school may stop me from using technology, and might need to tell my parents.

Student name:.....

Student Signature:.....

I have read and discussed this contract with my child.

Parent Name:.....

Parent Signature:.....



St John the Baptist
INTERNET CONTRACT 2016
Prep – Year 2



PLEASE READ ALL THE INFORMATION ON THIS CONTRACT WITH YOUR CHILD BEFORE YOU BOTH SIGN IT, AND RETURN TO YOUR 2015 CLASS TEACHER.

1. I cannot use the school ICT equipment until my parents (s) / caregiver and I have signed my Internet contract and the completed form has been returned to school.
2. I can only use the computer and other school ICT equipment for my school work and only with my teacher's permission.
3. I can only go online or access the Internet at school when a teacher gives me permission and an adult is present.
4. If there is something I am not sure about I will ask my teacher.
5. I will not use the Internet or any other ICT equipment to be mean or unkind about other people, or to search for things which are inappropriate.
6. **I will not tell anyone my password.**
7. If I find anything which upsets me, is mean or rude, or things that I know are not acceptable at our school on any ICT, I will
 - a. Not show others
 - b. Get a teacher straight away.
8. I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.
9. ***Personal Information Means Things Like:***
 - Names
 - Addresses
 - Phone Numbers
 - Photos
10. I will be careful and will look after all our school ICT equipment by
 - a. Not being silly and playing around with it.
 - b. Following our school cyber-safety rules.
 - c. Telling a teacher about anything that goes wrong or gets damaged.

I understand that if I break these rules, the school may stop me from using technology, and might need to tell my parents.

Student name:.....

Student Signature:.....

I have read and discussed this contract with my child.

Parent Name:.....

Parent Signature:.....

APPENDIX THREE: Incident Response Procedures

PROCEDURE FOR DEALING WITH CYBER-RELATED ISSUES (HOME BASED)

IT IS EXPECTED THAT CONCERNED PARENTS WILL DISCUSS ANY CYBER-RELATED ISSUES WITH A STAFF MEMBER AT THE SCHOOL
UNDER NO CURCUMSTANCES SHOULD A PARENT DISCUSS AN ISSUE WITH ANOTHER PARENT OR STUDENT

Child comes to teacher about a cyber-related issue occurring at home that involves other students at the school

Teacher asks student "Have you told your parents?"

YES

Teacher asks student "What did your parents say/do about the situation?"

If students are not clear with their response, probe further to ensure parents are informed

Review cybersafety with students/class

Ensure principal, deputy principal and eLearning Leader are informed

NO

Teacher asks the student to inform his/her parents ASAP to deal with the situation at home

Teacher initiates follow up communication with parents of students involved

Ensure principal, deputy principal, and eLearning Leader are informed

Review cybersafety with students/class

Refer to reminders in newsletter and links to cybersafety on class webpages

FOLLOW UP ACTIONS

School will speak further with the parents if issue cannot be resolved at home
Record incident/technology risk in eSmart Incident Report Form, student's central file & review eLearning Policy and resources

MOVING FORWARD

Create and implement a plan that educates and restores the situation. Monitor.
If appropriate, discuss the issue with the class/year level and relate to the School Code of Practice/User Agreement & Cybersafety Resources

PROCEDURE FOR DEALING WITH CYBER-RELATED ISSUES (SCHOOL BASED)

Inappropriate/unauthorised material being viewed/ accessed

Malicious intent (eg cyberbullying)

Damage to / inappropriate use of eLearning devices

If a student is aware of any of the above occurring, they must immediately inform the teacher



IMMEDIATE ACTIONS

Turn off screen/close laptop lid (DO NOT TURN OFF THE DEVICE)

Remove the student(s) from the device immediately

If more than one student, separate students from each other



If applicable, capture screen shot on device (snipping tool (PCs)/ home & power buttons (iPad)/CMD-SHFT-3 (Mac))

Record names of all students involved & record information (website accessed, cyberbullying evidence, how/why breakage/inappropriate use occurred)

Discuss issue with individual students and identify which actions to take (subjective to situation)



FOLLOW UP ACTIONS

Inform school Principal, Deputy Principal, and eLearning Leader, & review eLearning resources

Inform parents of student(s) involved using "Breach of Contract" form.

School will speak further with the parents if required.

Record incident/technology risk in eSmart Incident Report Form student's central file & review eLearning Policy and resources



MOVING FORWARD

Create and implement a plan that educates and restores the situation. Monitor

If appropriate, discuss the issue with the class/year level and relate to the School Code of Practice/User Agreement & Cybersafety Resources

BREACH OF CONTRACT FORM (to be completed by child and teacher)



BREACH OF CONTRACT



Dear _____

I have broken the promises I made when I signed the School's Internet Contract at the beginning of the year. This is what I did:

Please read the contract with me again so that I understand what acceptable behaviour is.

I will not be allowed to use the technology for _____ days and before I am allowed to use it again I must return this form.

From _____

PLEASE DETACH AND SIGN BELOW AND RETURN TO SCHOOL

-----&-----&-----&-----

(please tick the relevant boxes)

Date

I have re-read this Internet Contract with my child and I am aware of the school's initiatives to maintain a cyber-safe learning environment, including what my child's responsibilities will be. He/she is now ready to use the equipment again and will be more responsible in the future.

Name of student

Student Signature.....

Name of Parent / Guardian

Parent / GUARDIAN signature.....