



FINDING THE LIGHT WITHIN

ST MARY'S PRIMARY SCHOOL, ST KILDA EAST eLEARNING POLICY

*“Curriculum in a Catholic school enables learners to connect their learning across curriculum areas and between people and spaces. Curriculum design in a Catholic school positions learning as connected rather than as discrete, isolated elements. It connects big ideas, concepts and thinking across religious, social, cultural, linguistic, historical, political and ethical influences to ensure that learners flourish within the contemporary context. Learning experiences are designed to enable students to explore issues, questions and problems in ways that are meaningful, strongly engaged with Catholic beliefs, and related to the real world. **The learning community embraces technology that empowers learners to actively engage with knowledge and others, building new knowledge to inform how we live and interact in the world.**”*

Horizons of Hope, Catholic Education Melbourne, 2016

1.0 RATIONALE

At St Mary's Primary School, we recognise that student learning is changing as telecommunications and other new technologies alter the way in which information is accessed. We also recognise that electronic information research skills are now required as essential knowledge. In light of this rationale we believe that:

- Information & Communication Technologies (eLearning) resources are learning tools used to enhance and extend learning.
- eLearning resources contribute to learning across the curriculum, developing a wide range of skills.
- Google Suite for Education provides a platform for students to keep a record of their learning throughout their time at St Mary's Primary School, which can be accessed at home or school.
- Students need to be involved in educational online experiences through the internet.
- The school needs to encourage staff to strive to be confident and competent in the use of eLearning resources in order to impart these skills to students.
- Students in the senior years of schooling (Years 3 to Year 6) require greater access to technology and to this purpose they will have access to a Chromebook.

At St Mary's Primary School, we believe that eLearning education forms part of our curriculum because:

- We live in a technological age in which the need for eLearning literacy is ever increasing.
- eLearning usage develops new insights into learning.
- eLearning provides cross-curriculum tool enhancing, cooperative learning, problem solving and critical thinking.
- Students need to develop knowledge, skills and processes in handling information, given the demands and ever changing nature of eLearning in our society.
- G-Suite for Education provides opportunities for collaboration with peers and instant feedback from teachers.

2.0 ROLES & RESPONSIBILITIES

2.1 Principal Responsibilities

The Principal has the following responsibilities:

- Ensure that all members of the school community are aware of this policy and that the appropriate 'Acceptable Usage' for users be signed by members of the community.
- Purchase, organise and maintain the computer hardware and software in the school.
- Provide training programs for teachers to assist in developing eLearning capabilities and classroom programs.

2.2 Staff Responsibilities

Staff have the following responsibilities:

- Read and sign the 'Acceptable Usage for Staff Contract' and adhere to the St Mary's Primary School eLearning Policy upon employment at St Mary's Primary School, and on an annual basis thereafter.
- Plan regular formal cyber safety and digital citizenship sessions and incidental discussions as appropriate.
- Integrate the use of eLearning across the curriculum in relation to the essential learning standards, and assessing and reporting against these standards.
- Establish, maintain and contribute to online learning spaces for both students and teachers.
- Keep passwords secure.
- Ensure responsible usage of social media, including keeping privacy settings secure.
- Care for the computers allocated to their classroom which involves:
 - o Shutting down devices at the completion of each day.
 - o Turning off eLearning devices when not in use.
 - o Reporting eLearning issues to the eLearning personnel via the following email . . . support@smstkildaeast.catholic.edu.au
 - o Dusting, wiping down and sanitising devices regularly.

2.3 Students' Responsibilities

Students have the following responsibilities:

- Read (with their teacher and parents), and sign the 'Acceptable Usage for Students Contract' and adhere to the St Mary's Primary School eLearning Policy upon enrolment at St Mary's Primary School, and on an annual basis thereafter.
- Care for the devices to the best of their ability. This includes always carrying devices with two hands, ensuring that the screens are closed.

Rules and guidelines for eLearning use

When using the network at St Mary's Primary School, students will:

- follow teacher direction at all times when using the computer network.
- not intentionally damage a device or the network in any way.
- not attempt to use a password other than their own to access the network or email account.
- not share network passwords with other students.
- not interfere with the network by installing any software, shareware, or freeware.
- report any issues or malfunctions related to hardware or software.

Using the Internet

When using the internet at St Mary's Primary School, students will:

- only access the internet for purposes specified by the teacher.
- request permission from the teacher to publish any work or photographs on a public internet site.
- understand that any emails sent containing inappropriate language will be forwarded automatically to the Principal and managed accordingly.

- tell the teacher if they accidentally encounter inappropriate material and follow the cyber smart protocols required.
- not attempt to visit any inappropriate websites on the understanding that all web searches are monitored.
- not attempt to download or install any software or respond to online ads or competitions.

Interacting in an online environment

When using the internet at St Mary's Primary School, students will:

- request permission from the teacher to engage in online discussions and participation in blogs, wikis and other collaborative forums.
- not use the internet, email or other electronic means to frighten, harass, annoy, embarrass, humiliate, threaten or intimidate another person.
- not give out personal information such as surname, address, telephone number, school and/or parents' work address/telephone number or details.
- never send a person a photograph without first checking with the teacher.
- not respond to any messages that are unpleasant, or that make them feel uncomfortable in any way.
- report any cyberbullying or harassment to the teacher.
- only use their school email account.

Accessing and creating digital materials

When accessing and creating digital materials at St Mary's Primary School, students will:

- not interfere with or look into work folders or files that belong to others.
- not copy the work of others and say it is their own.
- not use material from websites, including images, unless permission from the person who created the material has been received.
- think carefully about what is read on the internet and question if it is from a reliable source.
- seek permission from individuals involved before taking photos, recording or videoing them (including teachers).
- seek teacher permission before uploading any content to websites (e.g. blogs).

Using eLearning devices

When using devices at St Mary's Primary School, students will:

- not bring a digital device including MP3 players, iPads or gaming console to school.
- not bring a mobile phone or wearable technology to school unless parents and students have signed 'Mobile Phone and Wearable Technology Acceptable Use Policy & Agreement'.
- take care of any school cameras used for school tasks and report any issues or malfunctions.

2.4 Parents' Responsibilities

Parents have the following responsibilities :

- Read and sign the 'Acceptable Usage for Parents Contract' and adhere to the St Mary's Primary School eLearning Policy upon their child's enrolment at St Mary's Primary School, and on an annual basis thereafter.
- Read and discuss the relevant age-appropriate 'Acceptable Usage for Students Contract' with their child.
- Agree to the 'Annual Photography / Video or Work Permission Form'.
- Acknowledge that St Mary's Primary School uses online platforms, including but not limited to Hapara, nForma and G-Suite for Education. St Mary's Primary School can not guarantee that data collected by these platforms is not stored off-shore.
- Agree that it is the parent's responsibility to keep up to date with cyber safety guidelines and advice. Be aware of the online spaces that their child is using and have discussed protocols on how to be cyber safe at home. Endeavour to attend school organised cyber safety events.



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- Parents should discourage students from creating social media and gaming accounts which have minimum age requirements of over 13.
- Parents should not attempt to 'friend' St Mary's staff on social media.

3.0 MOBILE PHONES AND WEARABLE TECHNOLOGY

As a general rule we don't believe that students of St Mary's Primary School require the use of a mobile phone or wearable technology at school, including but not limited to smartwatches. In circumstances where students are making their own way to and from school independently or where students are involved in extra-curricular activities after school, parents may consider that a mobile phone or smartwatch is required for personal safety reasons.

In this event, parents and students are required to adhere to and sign this 'Mobile Phone and Wearable Technology Acceptable Use Policy and Agreement' which outlines the conditions of mobile phone and wearable device technology use at school and in the vicinity of the school and parish grounds. Phones and wearable technologies that are brought to school are at the user's own risk and the school takes no responsibility for loss, damage or theft.



ST MARY'S PRIMARY SCHOOL, ST KILDA EAST

eLEARNING POLICY: ACCEPTABLE USAGE FOR STAFF CONTRACT

The use of email and the internet by staff is intended to facilitate learning and teaching by providing access to resources and people around the world. Personal usage should be limited.

I agree that:

- read and abide by the 'St Mary's Primary School eLearning Policy'.
- any school computer device is a work tool and is to be treated with the same respect and care shown to any school resource.
- staff ensure responsible usage of personal social media accounts, including keeping privacy settings secure.
- the school network is managed by the System Administrators and will remain free from the installation of any illegal software, shareware, or freeware.
- teachers are not to download an app or software of any kind to an iPad or other device without instruction from the System Administrators.
- usernames and passwords will remain confidential and not shared with anyone else.
- teachers need to be aware of the terms and conditions when signing up to online forums and the implications when allowing student access, particularly in regards to age.
- emails sent through the school computer network will be forwarded directly to the System Administrators, without the sender's knowledge, if it contains any language or terms deemed inappropriate.
- email and the internet facilities are not to be used in any manner contrary to law.
- the school computer network is monitored and if any user tries to gain access to a site that is blocked by Z-scanner, a record of that attempt is kept and forwarded to the System Administrators.
- staff will not knowingly search for, view or display any offensive material. If staff members receive offensive material inadvertently, it should be deleted immediately and reported to the System Administrators.
- copyrighted materials will not be distributed through email or the internet without specific authorisation.
- staff must carefully explain to students, the stipulations of their 'Acceptable Usage' contracts and this should be revisited at the beginning of each term.
- staff must be vigilant when supervising students' use of the school computer network.
- the school will use staff names and photographs on the school website for promotional purposes.
- explicitly teach students how to care for devices.
- explicitly teach cyber safety concepts on an ongoing basis at each year level.
- staff will care for the computers allocated to their classroom which involves:
 - shutting down devices at the completion of each day.
 - turning off eLearning devices when not in use.
 - reporting eLearning issues to the eLearning personnel via the following email . . . support@smstkildaeast.catholic.edu.au
 - dusting, wiping down and sanitising devices regularly.

- students are not to listen to music on YouTube whilst working on their Chromebooks.
- staff acknowledge free time on devices is kept to a minimum and will be closely monitored through active supervision (this includes wet/hot day play where active supervision is possible).

I acknowledge that I have read and agree to the ACCEPTABLE USAGE FOR STAFF CONTRACT

Name:

Signature:

Date:



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ST MARY'S PRIMARY SCHOOL, ST KILDA EAST

eLEARNING POLICY: ACCEPTABLE USAGE FOR PARENTS CONTRACT

I agree to read and abide by the 'St Mary's Primary School eLearning Policy'.

I agree to read and sign the 'Annual Photography / Video or Work Permission Form'.

I agree to read and ensure my child understands the 'Acceptable Usage for Students Contract'.

I agree to read and sign the 'Mobile Phone and Wearable Technology Acceptable Use Policy and Agreement'

I acknowledge that St Mary's Primary School uses online platforms, including but not limited to, Hapara, nForma, G-Suite for Education. St Mary's Primary School can not guarantee that data collected by these platforms is not stored off-shore.

I agree that it is the parent's responsibility to keep up to date with cyber safety guidelines and advice. I am aware of the online spaces that my child is using and have discussed protocols on how to be cyber safe at home. I will endeavour to attend school organised cyber safety events to assist my family to stay safe online.

I acknowledge that I have read and agree to the ACCEPTABLE USAGE FOR PARENT CONTRACT

Name:

Signature:

Date:

ST MARY'S PRIMARY SCHOOL, ST KILDA EAST

eLEARNING POLICY

ACCEPTABLE USAGE FOR STUDENT CONTRACT

St Mary's Primary School actively supports student access to the widest variety of information resources, so that they may develop the appropriate skills to analyse and evaluate such resources. We believe that the benefits of students being able to access and retrieve information far exceed the disadvantages. However, access requires responsibility.

It is the ultimate responsibility of parents to set standards and ensure their children use information sources correctly, we ask parents to discuss these issues with their children. These issues will also be discussed at school.

Students are responsible for appropriate behaviour when using the school network. Non-compliance of appropriate usage will be dealt with in accordance with the school's discipline practices.



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St Mary's Primary School Foundation / Year 1

When I am using a device I will:

- follow the teacher's instructions.
- only visit websites or use apps that the teacher has asked me to use.
- be careful when using the devices and tell the teacher if I notice any damage.
- keep my passwords private and only share them with the teacher or parent.
- only type appropriate words onto a device.
- tell the teacher straight away if I see something on a device that makes me feel uncomfortable.
- keep my personal information private, including my full name, my school's name and my address.
- ask permission from people before taking photos or videoing them.
- keep the device away from food and drink
- make sure my hands are clean before using a device.

I acknowledge that I have read and agree to the ACCEPTABLE USAGE FOR STUDENTS CONTRACT

Name:

Signature:

Date:

St Mary's Primary School

Year 2 / Year 3

When using the internet, school network and devices at St Mary's Primary School, I will:

- follow the teacher's directions at all times while using the device.
- only visit websites that the teacher has asked me to visit.
- keep my passwords private and not share them with anyone apart from my teacher or parent.
- only type appropriate words onto a device.
- use the Internet in a respectful way and not frighten, annoy or embarrass another person.
- keep my personal information private including my full name, my school's name and my address.
- tell the teacher if I ever see anything online that is unpleasant or that makes me feel uncomfortable
- use my school email for school purposes only.
- ask permission before taking photos or videoing other people.
- be careful when using the devices and tell the teacher if I notice any damage.
- use the device for educational purposes only.
- keep the device away from food and drink.
- make sure my hands are clean before using a device.

When using the internet, school network and devices at St Mary's Primary School, I will not:

- modify the device in any way other than instructed by the teacher.
- download applications or programs of any kind.
- remove the device from the classroom unless I have permission.
- apply any permanent marks, decorations, or modifications to the device.
- clear or disable browsing history or set password protection on the device.

Breaking the Acceptable Use for Student Contract

If a student breaks the Acceptable Use for Student Contract a number of steps can/will be taken including:



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- the classroom teacher will notify the Principal who will discuss the incident with the student.
- withdrawal of access to a device for a period of time depending on the severity of the incident.
- parents will be notified.
- a record will be kept of the incident.

I understand that most social media applications are restricted to people aged under 13.

If I need to bring a mobile phone or wearable technology to school, I will ensure that I read and sign the 'Mobile Phone and Wearable Technology Acceptable Use Policy and Agreement'.

I will not bring a digital device including or gaming consoles to school.

I acknowledge that I have read and agree to the ACCEPTABLE USAGE FOR STUDENTS CONTRACT

Name:

Signature:

Date:



St Mary's Primary School

Year 4 / Year 5 / Year 6

When using the internet, school network and devices at St Mary's Primary School, I will:

- always carry my device using two hands and with the screen down.
- treat the device with respect.
- report any problems to the teacher as soon as I notice them.
- follow the teacher's directions at all times while using a device.
- use devices for educational purposes only.
- keep the device away from food and drink and make sure my hands are clean before using any device .

When using the internet, school network and devices at St Mary's Primary School, I will not:

- modify a device in any way other than instructed by the teacher, including changing my Google username or photo or wallpaper image.
- download applications or programs of any kind, including games.
- exchange the device with another student while using it.
- remove the device from the classroom unless I have permission
- apply any permanent marks or decorations to the device.
- clear or disable browsing history or set password protection on the device.
- log into another student's account for any reason.
- attempt to "friend" or follow any St Mary's staff members on social media.

When using the internet, school network and devices at St Mary's Primary School, I will:

- only visit websites that have been instructed by the teacher or that I have permission to visit.
- only access YouTube under direct instruction from the teacher.
- speak to a teacher straight away if I encounter any inappropriate content.
- tell the teacher if I ever receive anything online that is unpleasant, or that makes me feel uncomfortable in any way.
- keep my passwords private and not share them with anyone apart from the teacher or parent.
- keep my personal information private and not upload any details including my address, full name with pictures or the school that I go to.
- tell the teacher if I receive a message that makes me feel uncomfortable.



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- report any cyber bullying that I become aware of to the teacher (and agree not to be a 'bystander').
- request permission from the teacher to publish any work or photographs on a public site.
- only publish work or send emails using language that I know is acceptable at school.
- understand that any emails sent containing inappropriate language will be forwarded automatically to the Principal and managed accordingly.
- not attempt to download or install any software or applications.
- follow copyright rules when using information or images from websites.
- seek permission from individuals before taking photos, recording or videoing them (including teachers).
- request permission from the teacher to engage in online discussions and participate in blogs and other collaborative forums.
- use the Internet in a respectful way and not frighten, harass, annoy, embarrass, humiliate, threaten or intimidate another person.
- use my school email for school purposes only.

Breaking the Acceptable Use for Student Contract

If a student breaks the Acceptable Use for Student Contract a number of steps can/will be taken including:

- the classroom teacher will notify the Principal who will discuss the incident with the student.
- withdrawal of access to a device for a period of time depending on the severity of the incident.
- parents will be notified.
- a record will be kept of the incident.

I understand that most social media applications are restricted to people aged under 13.

If I need to bring a mobile phone or wearable technology to school, I will ensure that I read and sign the 'Mobile Phone and Wearable Technology Acceptable Use Policy and Agreement'.

I will not bring a digital device including or gaming consoles to school.

I acknowledge that I have read and agree to the ACCEPTABLE USAGE FOR STUDENTS CONTRACT

Name:

Signature:

Date:



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ST MARY'S PRIMARY SCHOOL, ST KILDA EAST

eLEARNING POLICY

MOBILE PHONE AND WEARABLE TECHNOLOGY ACCEPTABLE USE POLICY & AGREEMENT

As a general rule we don't believe that students of St Mary's Primary School require the use of a mobile phone or wearable technology at school, including but not limited to smartwatches. In circumstances where students are making their own way to and from school independently or where students are involved in extra-curricular activities after school, parents may consider that a mobile phone or smartwatch is required for personal safety reasons.

In this event, parents and students are required to adhere to and sign this 'Mobile Phone and Wearable Technology Acceptable Use Policy and Agreement' which outlines the conditions of mobile phone and wearable device technology use at school and in the vicinity of the school and parish grounds.

I agree that:

- the school does not accept responsibility for lost or damaged student owned mobile phones and wearable technology.
- it is a parents'/carers' choice to send a student to school with a mobile phone or wearable technology and therefore they take responsibility for loss or damage.
- when on school grounds students are not permitted to use their mobile phone or wearable technology (use of a mobile phone or wearable technology includes calls, SMS messages, recording audio, photographs or video, listening to music, games and accessing the internet and all other features.)
- mobile phone or wearable technology must be switched off once a student arrives on schools grounds in the morning. The mobile phone or wearable technology are to stay in students' bags or with a teacher for the entire school day.
- at the end of the school day when classes are dismissed students are able to check their messages or contact parents/carers while on school grounds.
- if a student uses a mobile phone or wearable technology contrary to this policy, it will be confiscated and held by the Principal until a student's parents/carers come to collect the device. Parents will be contacted to inform them of the mobile phone or wearable technology having been confiscated.

I acknowledge and agree to follow the 'Mobile Phone or Wearable Technology Acceptable Use Policy and Agreement'.

I understand that my access to a mobile phone or wearable technology at school will be renegotiated if I do not act responsibly.

Student Name:

Student Signature:

Parent Name:

Parent Signature:

Date:

ST MARY'S PRIMARY SCHOOL, ST KILDA EAST**eLEARNING POLICY****ANNUAL PHOTOGRAPHY / VIDEO OR WORK PERMISSION FORM**

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school newsletter, website and social media accounts, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos or work in print and online promotional, marketing, media and educational material.

This permission form is to request your permission for photographs/videos of your child to be taken during school activities. If photographs are taken, this would be for the purpose of educating students or generally promoting the school. Permission for the school to publish photographs and/or samples of your child's work is also requested.

If you give your permission, the school may publish photographs of your child and/or samples of work completed by your child in a variety of ways. The publications could include, but are not limited to; the school website, social media, school newsletter, promotional material, newspaper and other media.

When signing this permission form you agree to the following:

- the school is able to publish photographs of your child and samples of your child's work as many times as it requires in the ways mentioned above.
- your child's photograph may be reproduced either in colour or in black and white.
- the school will not use your child's photograph or samples of your child's work for any purpose other than for the education of students, or for the general promotion of the school.
- any photographs taken by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely.

We will ensure each photo or sample of work meets our policies, procedures, mission, values and vision prior to publication.

I give permission, for my child's photograph/video or work to be published in but not limited to:

- the school website
- social media
- school newsletter
- promotional material
- newspaper and other media



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I authorise the CEOM/CECV to use the photographs/ video or work in material free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing and educational purposes.

I give permission for a photograph/video or the work of my child to be used by the CEOM/CECV in the agreed publication without acknowledgement, remuneration or compensation.

I understand and agree, that if I do not wish to consent to my child's photography/video or work appearing in any or all of the publications mentioned above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

I acknowledge that I have read and agree to the ANNUAL PHOTOGRAPHY / VIDEO OR WORK PERMISSION FORM

Name:

Signature:

Date: