



# 3 to 6 Digital Technologies Acceptable Use Agreement 2020

I agree to use the Internet, email and similar cyber tools at our school in a responsible manner as directed by my teacher.

I will follow the teacher's instructions and ONLY work on tasks assigned by my teacher.

I will remember our school values of Respect, Cooperation, Caring, Honesty and Personal Best.

If I find myself in unsuitable cyber locations, I will immediately click on the home or back button and inform my teacher.

## Computer Use

I will show respect for the digital technologies provided by the school. This means I will:

- take care when using all ICT resources including computers, Netbooks, tablets, iPads, printers, external keyboards or headphones
- not alter any settings on the computer without permission from my teacher
- not bypass the proxy settings to access sites blocked by the school
- ask permission from my teacher before downloading music clips or images from the Internet
- not eat food or consume drinks while using the computers.

## Internet Access and Publishing

When using the Internet to research information I will:

- only access the Internet for purposes specified by my teacher
- ask permission from the author before using material from any website, including photographs
- include the website addresses used for research in my work
- follow the school's guidelines and procedures when preparing materials for publication on the web.
- only use G Suite for Education for activities related to schoolwork.

## Online Behaviour

When I use digital technologies I will communicate respectfully by thinking and checking what I write or post is polite and respectful. This means I will:

- use acceptable and appropriate language when communicating online
- never send mean or bullying messages, nor will I pass them on, as this makes me part of the bullying
- not send or respond to any messages that are unpleasant or make me or others feel uncomfortable in any way. It is not my fault if I get a message like that, but it is my fault if I send one
- use spaces or sites that are right for my age
- not respond to any messages that are unpleasant or make me feel uncomfortable. It is not my fault if I receive these kinds of messages
- not post or share any information that is damaging to the school or any of its members.



LALOR EAST  
PRIMARY SCHOOL

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## Protecting Personal Information

When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I will:

- protect my password and not share it with others
- ask permission or guidance from my parents or teacher before joining online spaces or communicating online
- never send my photograph to anyone without the permission of my teacher and parents
- not give out information such as my surname, address, telephone number, parents' work address/telephone number or passwords online
- keep the personal information of my friends private because it is their personal information.
- not share my Google password with anyone, as they cannot be sure how secure another person will be with their details.

**I understand that breaches of the rules will see me lose my device and/or Internet access rights for a period of time determined by the school after my parents have been contacted and the matter thoroughly discussed with them.**

**Student's Name:**

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Parent/Guardian Agreement:

- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material
- I do consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above
- I do consent to my child having their first name (last initial) published on the school's internet site and the online school newsletter (Jumbunna)
- I do consent to my child having their picture published on the school's internet site and the online school newsletter (Jumbunna)
- I do consent to my child corresponding with others, using email or similar cyber tools.
- I have read and understood G Suite for Education Information Pack to parents and guardians
- I give permission to create a G Suite for Education Account for my child

**Parent's Name:**

**Signature:**

**Date:**

\_\_\_\_\_

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Lalor East Primary School is 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?

- First name and initial, year level and home group.
- Student's Department username.
- 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	Sheets
Gmail	Forms
Drive	Slides
Calendar	Sites
Vault	Hangouts
Docs	

This online service is a collaboration tool which necessitates students being able to find and connect with other students and staff.

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.

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, first name and initial, 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, the 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.