



Friday 10th September 2021

Dear Parents/ Carers,

## **Re: Online Behaviour and ICT Acceptable Use**

We hope you are managing through these complex and challenging times.

As lockdown continues, the staff are committed to engaging the children in their learning. As a result, we are constantly looking at ways to improve the delivery of the curriculum to meet the learning needs of the children.

We are hopeful that remote online home learning will conclude at the end of next week; however, we have not received any further advice on when the current restrictions will be lifted and when the children will be able to return on-site.

As a result, moving forward, we want to ensure that all children and parents are clear about the School's rules, expected behaviours, and standards that we want to uphold for all children participating in online remote learning.

Over the last few weeks, the staff have noticed some unacceptable behaviours that we need to revisit to ensure that the children are behaving and engaging appropriately whilst online.

It is challenging for the staff to enforce disciplinary measures remotely. We ask for your continued support by discussing the School's expected standards and behaviours when online and during remote learning with your children.

These expected standards and behaviours include:

### **Expected Online Behaviours**

- At all times, children must adhere to the 'Acceptable Use Agreement for Digital and Informational Technologies 2021' issued at the beginning of the year (see attached below)
- Children work in an appropriate space in the home where parent supervision can be maintained
- Appropriate and respectful language is used at all times when communicating online with teachers/peers
- Children to be online and ready to commence for whole-class and clinic/ workshops at designated times
- Wearing a school uniform top (polo shirt, formal shirt) when online for all Zoom meetings/ clinics
- No virtual backgrounds
- No eating or drinking (except water) whilst online
- The device camera must be turned on at all times, and the face needs to be visible within the screen at all times
- Microphones must be switched to mute when entering Zoom meetings
- Be punctual and attend all Zoom meeting sessions
- No interjecting without teacher request
- No use of emojis or chatting unless directed by the teacher

- No annotating without teacher permission
- Questions related to any learning task can be communicated via the Google Classroom page, via email or through the scheduled working support Zoom
- All tasks are completed by due time/date. All uploads must be visible. Parents or students may email teachers if they have difficulties completing set tasks or uploading work
- Please monitor the children's online communication with their peers outside of scheduled lessons

### **Attendance in Zoom meetings**

If your child is absent, parents must notify the homeroom teacher via email on the day of absence.

If children are not participating or behaving appropriately in Zoom lessons, teachers are instructed to remove them into the 'Waiting Room'. The staff member will only allow the children to re-enter the Zoom lesson if they agree to behave appropriately.

We ask for your support with this directive and, if required, discuss your concern for their inappropriate or unacceptable online behaviour.

### **Year 3-6 Children Messaging**

For parents of children in Year 3-6, there has been an increase over the last few weeks of students messaging each other during Zoom lessons and throughout the day. Whilst we encourage students to stay connected and work collaboratively on their schoolwork when appropriate, the messages distract both the teacher and the students.

We have had several emails from parents expressing their concerns about some students' inappropriately messaging each other during school Zoom meetings. Please continue to monitor your child's online communication.

Our expectations of the children whilst they are online are the same as if there were on-site at school. If brought to our attention, the School will investigate matters, and if breaches have been found, this could result in severe consequences and online restriction access. Children must remain connected to their peers and teachers during this period of remote online learning.

Attached is the School's ICT Acceptable Use Agreement. As you will note, there are serious consequences for breaches or failure to comply with this ICT agreement. Therefore, we encourage all parents to take some time to go through this agreement with your children to ensure everyone is fully aware of the consequences of any inappropriate online behaviour.

We encourage all parents to email their child's teacher if they have any concerns or have experienced inappropriate online behaviour from any child in our school community. The School will then investigate and, if required, will take appropriate action in line with the School's ICT Acceptable Use Agreement.

As a registered eSmart school, we trust you understand and accept the School's firm stance on these protocols and procedures. We are committed to keeping all children safe whilst online, remaining connected with their peers, and being afforded the right to learn without ongoing interruptions and distractions.

Stay safe.

Kind regards,



Damian Howard  
**Principal**

# ST RAPHAEL'S ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES 2021

Dear Parents,

At St Raphael's, we are committed to ensuring the children in our care have the safest learning environment. We now live in a rapidly evolving, global digital world where communication and information are readily accessible via the Internet.

To ensure that our children are protected and are ready to become responsible users of this valuable resource, we encourage you to take the time to sit down with your child and carefully go through the attached St Raphael's ICT Acceptable Use Policy for 2021.

This will ensure all children are aware of our expectations at school and will assist you in educating your children to be responsible citizens of the global, digital world at school, and home.

After you have read through the policy, we ask all children from Foundation – Year 6 to sign the agreement at the end of this policy and submit it by 02/03/2021. The children will need to have this policy returned to be eligible to use any digital technology throughout the school.

## Family Information – Advice to support the safe and responsible use of digital technologies at home

Ensure that all internet activities occur in a shared place – not your child's bedroom. Negotiate appropriate times for being online.

At school, the internet is mainly used to support teaching and learning. At home, however, it is often used differently. It is a study resource for students, but it is increasingly used as a social space to meet and chat.

The term "space" is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and toolset, including those around security and protection. The internet also provides access to websites with information, images videos for students to view.

The St Raphael's Intranet is a password protected online learning space for all Catholic Education school students. In this space, your child will be able to use tools to communicate and collaborate with other students from their class/school, both at school and at home. The intranet can be accessed from school and home.

At home, we recommend you take some time to find out how your child is using the internet and to sit with them online and ask questions such as:

- o What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- o How does it work? How do you set it up? What are the conditions of use?
- o Who is else is sharing this space? Do you know them, or did you 'meet' them online?
- o How can you control who is in your space?
- o Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- o What are you doing to protect yourself or your friends from these potential dangers?
- o When would you tell an adult about an incident that has happened online? Who would you suggest?
- o When wouldn't you tell, and why not?

*Research shows that students are reluctant to report issues and put at risk their internet/phone access.*

## About the agreement:

In signing this agreement, your child will agree to behave in a certain way online and take appropriate action when and as required. Elements of the agreement are explained below. Please contact the school to clarify or receive additional information.

The school's intranet provides learning spaces that teachers moderate. Teachers can track comments and control who can use the spaces and tools. The spaces on the internet are different. The control of these is often with the site or space owners. Intranet users can report incidents and have the content removed.

## Be a safe, responsible and ethical user whenever and wherever I use it.

The school's Student Wellbeing Policy outlines the school's values and expected behaviours when students use the intranet, the internet and digital technologies at school.

## Support others by being respectful in how I communicate with them and never writing or participating in online bullying (including forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Being online can make students feel that they are anonymous, and sometimes, students may say things online that they would never say to someone's face. In addition, the webspace or online chat environment that they use in their leisure time might also have explicit language and feel they have to be part of it. Bullying online can take a number of forms, from repeated messages to exclusion from social spaces. Students who forward messages or participate in the exclusion may not see themselves as bullying. However, these actions also contribute to the hurt and distress of others.

## Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Instead, students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse. The most common reason given is a fear that they will lose access to their technology.

### Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites that are not suitable for their school
- someone writes something they don't like or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

## Seek to understand the terms and conditions of websites and online communities and be aware that the content I upload or post is my digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example, Children under 13 years of age are not permitted access to Facebook, Instagram, or similar apps. Also, when posting information online, a good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."

## Protect my privacy rights and those of other students by not giving out personal details, including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in spaces like Facebook, Instagram and blogs. This can put them at risk of being approached or bullied online. To avoid this, we recommend they:

- don't use their name, but develop an online name and use avatars
- don't share personal details, including images of themselves or their friends. Also, when online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it), so no full names should appear about individuals in any image, movie or sound recording

- Always make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

The school's intranet environment is controlled so that only the school community can see the information. Teachers will outline expected processes with students in these spaces. However, it is still essential to think before posting to any online space.

### **Use the internet at school for educational purposes and use the equipment properly.**

It is essential to realise that there is a time for fun and work, even on the internet. Students may often see the internet as 'free'; however, even looking at a page on the internet incurs a download cost. By taking care of the equipment and thinking carefully about printing and downloading from the internet, students can save time, money and the environment. In addition, staying on a task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

The intranet is designed as a learning space, and the tasks set within it are educational. At home, with the internet, students will be able to access their intranet learning space. They will also have access to the rest of the internet. If your child is spending hours online, they may be multitasking in many other applications, some of it study-related, and other interactions may be social.

### **Use social networking sites for educational purposes and only as directed by teachers.**

Social networking spaces allow students to be contributors to the web and work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories, and podcasts can be legitimate educational activities that allow students to publish, share and inform others and be active contributors to the web. However, students need to understand that working in a collaborative space as part of a learning task has a very different purpose to using a social networking space to link up with friends in their own time.

The school's intranet site is established as a learning space for students. To ensure students understand the difference between a collaborative educational space and a community dedicated to socialising, teachers will clearly outline the educational purpose of the task and the roles and responsibilities of students. Protocols for what will be considered acceptable practice in the collaborative space will be established.

### **Abide by copyright procedures when using websites (ask permission to use images, text, audio and video and cite references where necessary).**

Someone owns music, information, images and games on the internet. The term copyright is a legal one, and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, but it can also introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

### **Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.**

Not everything on the internet is true, accurate or unbiased. The school is teaching digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. Your child must respect the Intellectual Property of people who contribute resources online. Students should use their thoughts and language to express what they have learnt and avoid simply copying and pasting information from the internet.

Internet service providers set up filters to block out inappropriate content in school settings, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies that bypass filters, will have their internet access reviewed, and their parents will be immediately informed.

Laptops and desktop computers are for all students' use, so due care should be taken at all times when using these resources. Students need to keep their passwords secret and not gain access to other students' login details.

## Important reminders

- Do not interfere with network security, the data of another user, or attempt to log into the network with another student's user name or password.
- Do not reveal my password to anyone except the system administrator or classroom teachers.
- Do not bring or download programs without permission, including games, or run them on school computers.
- Do not deliberately enter or remain on any site with obscene language or offensive content (e.g. racist material or violent images).

## When using a digital device as a camera, I will:

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) consent from individuals involved before publishing or sending photos, recorded sound or video to anyone else or any online space.
- Be respectful in the photos I take or the video I capture, and never use these as a tool for bullying.

Mobile phones and digital devices are a seamless part of our lives. Therefore, the school allows the use of these digital technologies to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy, and students are no exception.

Yours sincerely,

Damian Howard

**PRINCIPAL**

If you have any concerns about this agreement or ideas for improving this agreement, please contact the school. For further support with online issues, students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

# ST RAPHAEL'S STUDENT ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES 2018

## Student Agreement

### **When I use digital technology, I agree to:**

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and helping others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in dangerous, inappropriate or malicious online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details, including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

I agree not to use my mobile phone or mobile device during school hours and on the school grounds unless permission is obtained from a teacher.

### **When using my iPad at school, I agree to:**

- I will ensure my iPad is clearly labelled and is passcode protected.
- I will be responsible for ensuring my iPad is brought to school daily and is completely charged.
- I will store my iPad safely in my tub when not in use.
- I will ensure I have a cover to protect my iPad and use it at all times.
- I will be responsible for my actions, providing I use the digital learning tool wisely and appropriately.
- I will display the learning space values of Leadership, Respect and Responsibility when using my iPad.
- I will respect others by ensuring I do not touch their iPads.
- I will not take my iPad outdoors during school hours unless specifically instructed by a teacher for a learning purpose.
- I will ask permission before photographing anyone and will not publish any images from school on social media.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

