



HEANY PARK PRIMARY SCHOOL

Digital Technologies and Online Internet Services

Dear Parents/Carers

This letter is being sent home to obtain permission for use of digital media, online internet services and ICT use in school and needs to be signed to encourage safe practices. Part 1 and Part 2 **must** be completed and **sent back** to school to update our records – **to include new sites and services**.

Heany Park Primary School implements the **eSmart** framework. Cyber safe and responsible online behaviour is adopted by students, teachers and parents within school and home environments. Safe and responsible behaviour is taught and applied at our school and parents/carers are requested to continue to reinforce this behaviour at home. The following documents are available on the school website and from the school upon parent request:

- ICT Policy (local school document)
- Privacy Policy (local school document)
- eSmart Policy (local school document)
- Information Privacy Policy download at <http://www.education.vic.gov.au/pages/privacypolicy.aspx>

At Heany Park Primary School we:

- use online internet services including Office 365 (Heany Park Student Cloud), Mathletics, Reading Eggs and Study Ladder
- have policies implemented that outline the values of the school and expected behaviours when students use the online internet services and digital technologies.
- have the eSmart framework implemented at the school and work with students to outline and reinforce the expected eSmart behaviours.
- provide an authenticated, encrypted, filtered, managed and moderated internet service.
- provide access to the Department of Education and Training Victoria (DET) and FUSE search engine (<https://fuse.education.vic.gov.au/primary>) which can be used to direct students to web sites that have been recommended and reviewed.
- provide supervision and guidance with online activities and use of digital technologies for learning.
- support students in developing internet and digital literacy skills.
- only use images or surnames of students if permission is granted.

Online internet services offered by the school:

- may have some data stored off shore (Mathletics, Reading Eggs, Study Ladder) N/A to Office 365
- may be withdrawn at any time upon request
- use at home and at school will continue while the student is enrolled at the school
- if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

Other useful sites include:

- Bully Stoppers: <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parents.aspx>
- Cyber Smart: <http://www.cybersmart.gov.au/>
- Cyber Safety Guide for Parents (downloadable): <http://www.cybersmart.gov.au/parents.aspx>
- eSmart – Alannah and Madeline Foundation: <http://www.amf.org.au/AboutUs/>

Kind regards

Janet Evison – Principal

If you have any concerns about this document or ideas for making the agreement better contact the **Principal**. For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

INFORMATION ABOUT ONLINE INTERNET SERVICES

Some online internet services that students may access at Heany Park Primary School include Office 365 (Heany Park Student Cloud), Mathletics, Reading Eggs and Study Ladder. Unlike Office 365, some sites have data that is stored off shore.

As Heany Park Primary School is an accredited eSmart school, it is important that parents and carers are aware that some sections of these online internet services are not considered 'secure'. Any time you view a web site, information is sent to your computer from a web server, and from there to your computer and is sent in '**plain text**' meaning it can be read by anyone. The solution to this problem is to encrypt the data prior to transmission via the internet. Secure Sockets Layer (SSL) was created for this purpose and when active it is considered secure. If the web site begins with '**https**' it is secure. Check for the '**lock**' icon somewhere in the window of the browser area. The log in page is secure on the sites we use, we believe this does not pose a threat to the cyber safety of our students. In future, we may use other online internet services to support our literacy and numeracy programs both at home and at school.

Our online internet services can be accessed both at home or at school at:

Reading Eggs – www.readingeggs.com.au

Mathletics – www.mathletics.com.au

Study Ladder – www.studyladder.com.au

Office 365 (Heany Park Student Cloud) – <https://heanyparkps.sharepoint.com>

Heany Park Primary School uses Microsoft Office 365. We trialled it with some classes in 2014 and now we allocate usernames and passwords to all staff and students. It is an excellent resource for our school community, providing safe links to Literacy, Numeracy, PYP Transdisciplinary units of inquiry, email facilities and much more. Students with an account now have free access to 5 copies of the Microsoft Office Suite to download on to any computer or personal device at home.

When using Microsoft Office 365 the students access a site we call the Heany Park Student Cloud. Personal information such as their name and school work which may include digital images, videos and voice recordings may be collected by the system and stored on databases within Australia. It is a recommended Department of Education and Training (DET) space which allows students to access improved email, calendar, document sharing (One Drive), blogging, video conferencing and publishing facilities both at home and school. DET remain responsible for protecting the information stored.

You can access personal information held by DET about you and your child under the Freedom of Information Act 1982 (Vic). If a mistake in the personal information is identified, DET is required to correct it under the IPA.

By allowing consent for student use of online internet services you are confirming that:

- You have read this document and the online Information Privacy Policy download
- You understand how your child's personal information will be collected, used, disclosed and managed
- You understand that this consent will continue while your child is enrolled at the school
- You can withdraw this consent on behalf of your child upon request
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease

If you have any concerns about the use of these online services, please contact:

Lisa Hill (Digital Technologies Leader) at hill.lisa.m@heanyparkps.vic.edu.au



ACCEPTABLE STUDENT USE AND PERMISSION FORM

Amended 11th October, 2016

Heany Park Primary School
Acceptable Use Agreement for Digital Technologies and Online Internet Services

Part 1: ACCEPTABLE STUDENT USE

When I use digital technology I agree to:

- be a safe, responsible and ethical user in accordance with the Essential Agreement for Notebooks and iPads displayed in my classroom.
support others by being respectful in how I communicate with them and never write or participate in cyber bullying.
talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful 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 private 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.
think critically about other users' intellectual property and how I use content posted on the internet.
not interfere with security, the data of another user or attempt to log into the network with a user name or password of another student. I will not reveal my password to anyone. The system administrator or a teacher will arrange to have my password reset if required.
not download or use unauthorised programs, on school computers.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked.

Student/s Name/s:

Year Level/s: Student/s Signature/s (if able): Date: ___/___/___

Acceptance on this date remains in place until the student ceases attendance or the school is otherwise informed

Part 2: PERMISSIONS {✓ (tick) YES or X (cross) NO} all boxes below must include ticks or crosses

Table with 4 columns: ITEMS, IMAGES, SURNAMES, CONSENT. Rows include Office 365, Online services, Heany Park Primary School web site, Facebook page, Brochures, School displays, Newsletters, Classroom work, News services, Performances.

Parent/Carers Signature: Date: ___/___/___

Please note: If you wish your child to use online internet services with a name and username that cannot identify them, suggest an alternate name below:

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Permission given on this date remains in place until the student ceases attendance or the school is otherwise informed