



Dear Parents/carers,

The Information and Communications Technology program at Mount Waverley Heights Primary School requires parental assistance to support appropriate use of technology.

At Mount Waverley Heights Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

Attached to this letter you will find the 'Acceptable Use of Technology and Lease Arrangement Policy' and 'Google Online Services' Permission. These guidelines form part of the school's eLearning plan.

Parents/carers are asked to read and discuss both documents with their child, and sign the 'Acceptable Use of Technology Agreement' and 'Google Apps for Education - Privacy Information and Consent' on the final page. The aim is for students to understand the importance of following the expectations as outlined in these documents.

We understand that some of the content may be quite detailed for some students. At the beginning of each school year, teachers will revisit both the Acceptable Use of Technology and Google Apps for Education - Privacy information and discuss relevant behaviours.

The consent form needs to be signed and returned for each student to have access to our network. This form will be **valid for Prep and Year One of your child's enrolment at Mount Waverley Heights Primary**. Parent/carers signature only required for Prep and Year 1 students.

If you have any queries related to this information please contact me at school.

Yours sincerely,

Sharon Reiss-Stone
PRINCIPAL



Mount Waverley Heights Primary School

Acceptable Use of Technology and Lease Agreement

Prep to Year 1

STUDENT DECLARATION

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult
- Handling ICT devices with care and notifying a teacher and/or the school office of any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user; nor attempting to log into the network with a username or password of another student
- Understanding that email must be used for educational purposes and all email communications may be accessed by school management
- I acknowledge that whilst using certain school systems, my data may be stored in a different country
- Being aware that files stored on the device, or on the school's system, are not private and will be monitored by the schools ICT technician
- All student phones and smart watches are to be brought to the office and left there for the entirety of the school day and are to be switched to silent mode or turned off
- If the curriculum calls for the use of smartphones, students may be required to collect their phones from the office for the duration of that lesson then return it to the office
- In the event that private smartphones are used in class, prior notice will be sent home to ensure appropriate apps are installed with parents' permission

Student are responsible for:

- Adhering to the school's Acceptable Use of Technology Agreement both at home and school
- Bringing school devices fully-charged to school every day. Charging a device on school premises is not permitted. This is due to OH&S requirements for Safety Tagging of mains points & Slips, Trips and Falls

Parents need to be aware:

- A non-refundable insurance and administration fee will be required at the start of each year, per student; MWHPS reserves the right to revoke network access should the insurance and administration fee not be paid
- Parents/guardians should be aware that files stored on the device, or on the school's system, are not private and will be monitored by the schools ICT technician
- The responsibility for providing a safe, age-appropriate network environment in the home setting remains with the parents
- The IP address assigned to each student device will be recorded allowing for internet usage monitoring
- Due to network and configuration restrictions, the ICT program does not accommodate personally owned computers

Conditions of use for school-owned devices

- Any problems, vandalism, damage, loss or theft of the device must be reported **immediately** to the school.
- Devices are not to be used for any activities outside the Mount Waverley Heights Primary School curriculum. This will be monitored by the ICT technician.
- No unauthorised repairs are to be carried out on school-owned devices.
- No files created within the school environment are to be downloaded to any other device or removable drive.
- In the case of suspected theft of a school-owned device that has been loaned, a police report must be made by the family and a copy of the report provided to the school. In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the parent will pay the costs of repairing the damage or, if necessary, the costs of replacing the school-owned device.

Consequences for misuse or damage

Students who do not comply with the terms set out in this policy may incur some or all of the following disciplinary actions:

- Have their computer access privileges revoked for a period of time consistent with the severity of the offence
- The principal may ask for the device to be returned to school, whereby the student no longer has ICT access or the ability to take the device home
- Parents will be expected to pay for any costs incurred through deliberate or repeated damage
- Parents or guardians will be notified regarding disciplinary actions

In cases involving vandalism, malicious damage or theft, the police will be notified and damages may be sought.

Students who engage in cyberbullying practices can expect consequences which are consistent with practices outlined in our ‘Engagement and Wellbeing’ and ‘Bullying, Cyberbullying and Harassment’ Policy. This may include referral to authorities, such as DET or Police as required.

GOOGLE APPS FOR EDUCATION- PRIVACY INFORMATION AND CONSENT FORM

Mount Waverley Heights Primary School (MWHPS) utilises Google Apps for Education in the classroom. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Google Apps for Education includes the following online services:

Google Apps for Education (‘online services’)

- | | |
|--------------|-------------|
| 1. Classroom | 6. Sheets |
| 2. Gmail | 7. Slides |
| 3. Drive | 8. Sites |
| 4. Calendar | 9. Hangouts |
| 5. Docs | 10. Groups |

Terms and conditions

Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

- http://www.google.com/apps/intl/en-in/terms/education_terms.html
- <https://www.google.com/edu/trust/index.html>
- <https://support.google.com/work/answer/6056650>

Consent for Google to access specific personal information of your child

We seek your consent for your child to use the above stated Google Apps for Education online services. To enable your child to sign-on and access these services, Google requires access to your child's Department of Education & Training username, first and last name, year level and school.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014* & *Health Records Act 2001(Victoria)*. You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

Google Apps for Education Terms and Conditions provides further information on how Google Apps for Education may use your child's personal information.

Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of Google Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health, or security-classified information into Google Apps for Education.

Student responsibilities when using online services

When using Google Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully
- Protect personal information, and
- Look after yourself and others



Mount Waverley Heights Primary School

Acceptable Use of Technology and Lease Agreement Prep to Year 1

Acknowledgement and Consent for student Acceptable Use of Technology, Google Apps for Education and Lease Arrangement

By signing and returning this form you acknowledge, consent and confirm that:

- You have received and read the Acceptable Use of Technology Agreement
- You have received and read the Privacy Information and Consent Form - Google Apps for Education
- 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 involved in the use of the consented online services and for the duration of Prep and Year 1 enrolment at Mount Waverley Heights Primary School
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school
- 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
- You understand that parents may be asked to cover costs of repair or replacement, should the device be damaged whilst at home

I have read the information regarding the Acceptable Use of Technology and the Google online services and hereby consent for my child to access the online services:

Parents: I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

Students: I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately (this section not applicable to Prep or Year 1)

Student Name:

Student Signature:

Date:

PLEASE RETURN THIS PAGE ONLY