



# Reidy Park Primary School

## Student Digital Device Use and Responsible Network Access User Agreement.

Access to digital devices and the school's computing network services are provided for the purpose of teaching and learning. This agreement outlines appropriate use of our school's and the Department for Education networks and devices. The smooth and reliable operation of the school network relies on the appropriate conduct of all users who must agree and adhere to the following agreement that covers the following areas:

- Office 365
- G-Suite for Education
- Seesaw
- Cyber Safety



Reidy Park Primary School will utilise the expanded service offered to students with additional services, and will be known as LearnLink Office 365. LearnLink Office 365 is a customized package of Microsoft Office 365, tailored for the South Australian public education system, and is offered at no additional charge to parents/guardians whilst their student remains enrolled at Reidy Park Primary School. Users at Reidy Park Primary School will be able to download licensed versions of common Microsoft applications used in teaching and learning at no charge, for use on their device regardless of an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers. Below is some important information regarding the LearnLink Office 365.

### **What is learnlink office 365?**

LearnLink Office 365 provides students with an email and collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program. All data and information within LearnLink Office 365 is stored within an Australian based 'cloud' and provides the following services to students.

- Office 365 ProPlus
  - Office 365 ProPlus provides the latest versions of Microsoft Office applications for desktop PCs, Macs and mobile devices, including Windows, iOS and Android devices.
  - Office applications include Word, Excel, PowerPoint, OneNote, Access, Publisher and Outlook, however not all Office applications are available for Mac, iOS and Android devices. Office applications can be installed, via the internet, on up to 5 personal computers and up to 5 mobile devices owned by a student (including parent-owned).
  - Once installed, the applications can be used without an internet connection. Periodic internet connection is required for accessing data stored in cloud services, updates and licensing via your LearnLink Office 365 account.
- Office Online
  - Office Online is a web based, lightweight version of Microsoft's Office productivity suite (including Word, PowerPoint, Excel, and OneNote) that can be used on most devices capable of connecting to the internet via a web browser.
- OneDrive for Business
  - OneDrive for Business is a cloud service where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on Office documents. Each student will receive 1 Terabyte (or 1000 Gigabytes) of storage space in Microsoft's Australian cloud. By default, all data and files are private, however they can be shared with other LearnLink Office 365 users, including staff and students of other schools and preschools, but not anyone external to DECD schools/preschools.

### **Using Learnlink Office 365 Services**

A number of services provided by LearnLink Office 365 require internet access. When students are onsite internet access will be filtered by the school, however access from home/off-site is not filtered by the school and as such should be supervised.

Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via LearnLink Office 365 services (including email).

It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated.

Users of LearnLink Office 365 are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. LearnLink Office 365 including Office 365 ProPlus is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

### **Installing Office 365 ProPlus Office 365**

ProPlus applications will need to be installed on a computer or mobile device (personal device) before it can be used. Although unlikely, it is possible that installing Office 365 ProPlus on your personal device may cause problems, such as conflicts with other software you have installed. It is recommended that you:

- Backup your personal device, prior to installing Office 365 ProPlus application(s); and
- Ensure your personal device meets or exceeds the Office 365 System Requirements  
<https://products.office.com/en-au/office-system-requirements>

### **What if i do not want my child to use the learnlink Office 365 Services?**

The school / preschool requires written notification by 4pm Friday of the second week of term if you do not consent to your child using the additional LearnLink Office 365 Services. Please use [info@moc.sa.edu.au](mailto:info@moc.sa.edu.au) to notify the school.

### **How will my child access the Learnlink office 365 Services?**

LearnLink Office 365 services can be accessed by students by logging into the DECD LearnLink student portal <http://www.learnlink.sa.edu.au>. ADDITIONAL READING The information and link provide additional information about keeping children safe online:

## G Suite for Education

Reidy Park Primary School will utilise the Google G-Suite for education and offer some of its services to students, these services will be known as G-Suite (formerly Google Apps for Education). G-Suite is a customized package of Google products, tailored for the South Australian public education system, and is offered at no additional charge to parents/guardians whilst their student remains enrolled at Reidy Park Primary School.

Students at Reidy Park Primary School will be able to use Google alternatives to Microsoft applications used in teaching and learning at no cost, some classes will use these products at the core of their classroom. Some programs may be used without an internet connection. They will also have their own online storage space for files that can be shared with other students and teachers within the school and moderators where required. To provide and encourage a safe learning environment Reidy Park Primary School has turned off access to the email (Gmail), chat (hangouts), and social (G+) components of G-Suite. Students will use their school provided email account in place of these services. Reidy Park Primary School will continue to monitor and enable or disable G-Suite services that become available in the future in line with maintaining a safe learning environment for our students.

### What is G Suite for Education?

G-Suite provides students with a collaboration platform to create and/or upload/share content. This may include websites, presentations, written, audio, images and video material as part of their educational program. All data and information within G-Suite is securely stored in geographically distributed data centers as a 'cloud' and provides the following services to students.

- **Docs / Sheets / Slides**
  - Available anywhere any time on any device students will be able to access their work to submit, change or review. Collaboration features will enable real time commenting and editing with peers on the same document.
  - Similar to Office Online and Microsoft products such as Word, Excel, and PowerPoint. These applications provide students flexible and friendly alternatives that integrate with the G-Suite experience.
  - With revision history and automatic saving, work entries can be easily followed, reversed, or restored. Work is saved continuously as editing occurs to allow students to continue on where they left off on another device; the right tool for the right job at the right time.
  - Docs/Sheets/Slides can operate in offline mode for creating new files or files that have been flagged for offline use. There is no limit to the number of devices or locations that can be used to access content.
- **Google Classroom / Forms / Sites**
  - With Google Classroom and Google Forms, classes can be created to distribute assignments, give quizzes, send feedback, produce a survey and see everything in the one place. Sites provides a simple way to produce websites that can be shown to peers without leaving the safety of the school community.
- **Google Drive**
  - Drive is a cloud service where students can store, sync, update, and share files from any internet connected web-browser, and collaborate on Google documents. It can be used like a virtual storage device to transfer files and folders between computers including backups.
  - Each student will receive unlimited storage space in G-Suite's cloud. By default, all data and files are private, however they can be shared with other Reidy Park Primary School approved G-Suite users, including staff and students of other schools and preschools, but not anyone external to DECD schools/preschools.

### Using G Suite Services

A number of services provided by G-Suite require internet access. When students are onsite internet access will be filtered by the school, however access from home/off-site is not filtered by the school and as such should be supervised. Please be aware that as with any internet use, it is possible (although unlikely) that viruses and/or other malicious software could be introduced to your personal computing devices via G-Suite services.

It is strongly recommended personal devices have suitable anti-virus / anti-malware software installed and regularly updated, and the device operating system is regularly updated. Users of G-Suite are responsible for the information/data in their LearnLink Office 365 account and any important information should be backed up. G-Suite is only to be used in relation to delivering curriculum objectives, and must not be used to store, transmit or share sensitive or personal information.

### G Suite offline access

G-Suite applications can be installed on a computer or mobile device (personal device) for offline use. Although unlikely, it is possible that installing G-Suite on your personal device may cause problems, such as conflicts with other software you have installed.

It is recommended that you backup your personal device, prior to installing Docs, Sheets, Slides or Drive application(s).

### What if i do not want my child to use the G Suite Services?

The school requires written notification. Please e-mail [dl.0290.info@schools.sa.edu.au](mailto:dl.0290.info@schools.sa.edu.au) to do so.

### How will my child access the G Suite services?

G-Suite services can be accessed by students by logging into the Reidy Park Primary School portal or by visiting any google service and signing in. e.g. <https://drive.google.com> You can access Google's full privacy document regarding G Suite for Education at and its use at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

## Seesaw

Seesaw is an online platform which allows student images and work to be shared with families along with an interactive messaging service. Seesaw is accessible online and through any mobile device with internet capabilities – including free apps for iPhone, iPad, iPod and Android devices. To use Seesaw, parents/carers will be provided with a secure code linked to their child's account. This can be activated by setting up a parent account and linking to the code provided. Seesaw is private, you will only see posts created by your child's teacher. Once permission slips are returned further information for how to set up an account.

Further information regarding this platform, including its privacy policy can be found at: <https://web.seesaw.me/>

## Use of Digital Devices at Reidy Park Primary School

For children to become lifelong learners they need to develop skills for learning, commonly referred to as 21st Century Skills. Whilst learning specific curriculum content remains integral to schooling, children also need to have opportunities to develop a range of important skills and dispositions such as critical and creative thinking, collaboration, problem solving and communication.

Students having access to a variety technologies at school will support teaching and learning for both students and teachers as we focus on these essential skills. Technology access has become an integral part of the world students live in and should be integral to their learning lives. The normalisation of technology will make learning a part of their life.

*The following guidelines are in conjunction with Cyber-safety at Reidy Park Primary School Acceptable Use Agreement.*

1. Digital devices can only be accessed by students who have returned the User Agreement Permission Form that has been signed by the parent and student.
2. Digital Devices may be used only at the direction of class teachers for activities linked to class learning programs. Students will comply with teacher requests to shut down or close the screen.
3. Students are responsible for the proper care of devices being used within the school.
4. Students must only use Reidy Park Primary School's filtered wireless network to connect technology to the internet. The use of personal networks/hotspot connections are not permitted.
5. Students are responsible for ensuring that technology within the school is properly stored after use and connected to chargers.
6. School owned technology will be available for **all** students and classrooms.
7. Students agree to only view, listen, stream, create or access school appropriate content on their personal technology while at school. Copyrighted content such as music, games or movies and the like is not to be transferred to other devices or Reidy Park Primary School's network. Students **are not** allowed to listen to music on their device unless directly instructed to by the teacher.
8. Students may not use their technology to record, transmit or post photos or video of a person or persons on school grounds. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. Reidy Park Primary School reserves the right to confiscate a student's personal technology including mobile phones and smart watches, if there is reason to believe that the student has violated DFE policies, administrative procedures, school agreements or has engaged in other misconduct while using their personal technology.
10. Violations of any DFE policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of rights to bring to school and/or disciplinary action.

### **Will this increase 'screen time' for children?**

No. Children will continue to work in a balanced learning program with technologies adding to the quality of that learning.

### **Parent Responsibilities**

- Read and sign the Acceptable Use of Digital Devices Agreement at Reidy Park Primary School
- Supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies.
- Contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

## Cyber-Safety User Agreement

The measures to ensure the cyber-safety of Reidy Park Primary School are based on our core values. To assist us to enhance learning through the safe use of digital devices, we are now asking you to read this document and sign the attached Use Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreements for staff and students, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other digital devices bring great benefits to the teaching and learning programs at Reidy Park Primary School, and to the effective operation of the school. Digital equipment is for educational purposes appropriate to this environment,

The overall goal of Reidy Park Primary School is to create and maintain a cyber-safe culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school digital devices.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DFE administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DFE cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices. DFE recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>. Please contact the principal, if you have any concerns about your child's safety in using the Internet and digital devices.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using digital devices at Reidy Park Primary School and after formal school hours.

1. I will not use school digital equipment at school until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. I will use the computers and other digital equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving digital devices, I will ask the teacher first.
5. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
6. I will keep my password private.
7. I will use the Internet, e-mail, mobile phones or any digital equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
8. While at school, I will:
  - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
  - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
  - not show others
  - turn off the screen
  - get a teacher straight away.
10. Only with written permission from home and the school will I bring any digital devices to school. This includes mobile phones.
11. Only with permission from the teacher will I connect any digital device to school networks, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. The school cyber-safety strategies apply to any digital devices brought to school.
13. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.

14. I will ask my teacher’s permission before I put any personal information online. Personal identifying information includes any of the following:
- my full name
  - my address
  - my e-mail addresses
  - my phone numbers
  - photos of me and/or people close to me
15. I will respect all school digital equipment and will treat all devices with care. This includes:
- not intentionally disrupting the smooth running of any school systems
  - not attempting to hack or gain unauthorised access to any system
  - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with digital devices
  - reporting any breakages/damage to a staff member.
16. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

**PLEASE RETURN THIS SECTION TO REIDY PARK PRIMARY SCHOOL.**

**To the parent/caregiver:**

Please read this page carefully to check that you understand your responsibilities under this agreement. Return the signed Use Agreement to the school.

**I understand that Reidy Park Primary School will:**

- do its best to enhance learning through the safe use of digital devices. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on digital devices at school or at school-related activities.
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

**My responsibilities include:**

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school’s cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

I have read and understood the Cyber-safety Use Agreement and I am aware of the school’s initiatives to maintain a cyber-safe learning environment.

I understand that my child will have access to G-Suite for Education and Office 365 and am aware of the process for cancelling this service, if required.

Name of child \_\_\_\_\_

Group/class \_\_\_\_\_

Name of parent/caregiver/legal guardian \_\_\_\_\_

Signature of parent/caregiver/legal guardian \_\_\_\_\_

Date \_\_\_\_\_

**Please note: This agreement will remain in force as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.**