

30th January 2018

Dear Parents and Carers,

Happy New Year! As we all begin the new school year together, we are looking forward to a fantastic year of learning. An amazing way of doing this is through the use of technology.

In 2017, the school committed to using Information Technology in the classroom, providing a one-to-one device program for three year levels. In 2018, this will continue with Years Five and Six having access to class sets of Chromebooks. Year Four will have access to class sets of iPads. Students in Prep to Year Three have access to iPads and Chromebooks, as does the Library for Digital Technology Classes (formerly known as ICT).

Last year, certain classrooms also had their interactive whiteboards replaced with televisions to maximise learning opportunities. This will continue where required in 2018. Galilee will also be introducing a Coding Club this year, where students will have the ability to work on a range of different robotics and coding devices, including drones. Furthermore, 'Galilee in 60' will continue in 2018, with our Digital Technology Leaders recording a weekly podcast on Wednesdays to keep our community updated with what's happening around the school.

At Galilee, we recognise the need for students to be safe and responsible users of Digital Technologies, both at school and home. We believe that teaching students about safe and responsible behaviour while online is essential and best taught in partnership with parents and guardians.

For this reason, we request that parents and guardians of the students at Galilee work with us and encourage safe and responsible online use at home. The world our students live in, is increasingly being shaped by their ability to acquire, communicate, access and manipulate information using a range of technologies.

Before students commence using technology in Galilee at 2018, we ask that as a family you read through this new **Digital Pack**. This pack contains three policies for Galilee this year, including:

- **ICT and Technology User Agreement** - This policy was renewed last year and includes the school's expectations for technology use, both in the classroom and at home.
- **Class Dojo Agreement** - In 2018, Galilee will be using Class Dojo to create Student Portfolios. This will allow parents to have access to samples of students' work throughout the year.

- **Annual Photograph / Video Permission Form - This is a new policy for 2018** after seeking feedback from the Galilee Community about photos and videos taken of students throughout the year.

As you read these new policies with your child, we ask you to remind them that students must only use their email accounts for learning purposes only. This includes messaging their teacher at home about Home Learning.

Students should not use their Gmail accounts to message other students about general conversations. (i.e. "How was your weekend?")

Students who do not follow this protocol will have their Google account deactivated, and their use of technology at school revoked.

We also encourage you to discuss social media with your child, as students should not have their own accounts. **The legal required age for registering for any form of social media is 13 years or older.**

We require the final page of the Digital Pack returned to school **by Monday 5th February**, for your child to commence using technology. You may keep the policies for future perusal at home. If you seek any clarification about any of these policies, please do not hesitate to email me and I will be happy to assist you.

Yours sincerely,

Joss Coaley
ICT eLearning Leader
jcoaley@gsmelbournesth.catholic.edu.au



Please read through the policy with your child to be sure that they understand the details and implications. This policy applies to all students attending Galilee Regional Catholic Primary School in 2018:

Student Expectations:

As a safe and responsible user of the school's technology I will help keep myself and other people safe by following these rules:

- I will use ICT for learning purposes as directed by my teacher.
- I will respect all school ICT and treat ICT equipment/devices with care. I will report any breakages/damages to a staff member as soon as possible.
- I understand that I can only use the Internet, email or other networked technologies when a teacher gives permission and there is staff supervision at school.
- I will keep my password private and not let anyone else log in with my username. Adults may however log in on my behalf.
- I will not use any form of ICT to find, create or send material and activities which might upset, offend, harass or humiliate me or anyone else. (Repeated incidence of such behaviours is considered bullying).
- I will not intentionally click on online advertising.
- I will not use search engines to look for things that are not acceptable or inappropriate. This includes anything that is rude, violent or uses unacceptable language.
- The Galilee school uniform (or mention of Galilee) is not to be posted online including the internet or any form of social media.
- I will not use ICT to share anyone's personal details or images (including my own). This includes addresses, telephone numbers, full names and images.
- I will seek teacher permission before uploading any content to websites (e.g. wikis).
- I will not connect any device (such as a USB, camera or phone) to school ICT or download and run any programs or software (this includes games) without the permission of my teacher.
- I will keep my own device or equipment at home and not bring it to school unless I have been given special permission by my teacher or parents (this includes devices such as iPods, iPads, cameras, portable video game consoles or similar).
- I will keep my mobile phone on silent / turned off and in my bag when I am on school grounds, or on an excursion during school hours (permission required to bring mobile phones on excursion) and acknowledge that bringing such a device is at my own risk.

- I will seek permission from individuals before taking photos, recording sound or videoing them (including teachers).
- I will not try to edit or change any part of my Google Account, this includes adding extensions or themes on Google Chrome

If I find anything that is rude, violent or in some other way unacceptable while using any form of ICT, I will follow class guidelines and:

STOP ... what I am doing

BLOCK ... it by minimising or closing my screen so that others can not see it

TELL ... a teacher or closest adult straight away.

I will also follow the Stop, Block and Tell rules:

- if I accidentally access someone else's private information
- if someone does something using technology that makes me feel upset or uncomfortable
- if I feel that the safety of other students at the school is being threatened

Behaviour Expectations:

Students will:

- follow teacher directions at all times when using technology
- ensure that they leave any form of technology (iPad, Chromebook, Desktop Computer) is left in the same way it was found
- only use designated technology, directed by a teacher, unless in a collaborative environment with teacher permission
- only use their own username and password to login. If they feel their login details have been compromised they must tell a teacher or adult immediately.
- use copyright free material only, or their own original material- images, video, music etc
- not use material that is not their own without including a bibliography or citation

Parent / Guardian Expectations:

- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
- I agree to allow my child to use the internet at school for educational purposes only. I have discussed the scenarios, potential problems and responsible use of the internet with him/her.

- I agree to allow my child to correspond with others using the gmail account provided by the school for grades 3 - 6, for learning purposes only.
- I have also discussed the legalities of social networking sites with my child such as, but not limited to Facebook, Instagram, MySpace and Twitter. I understand that social media accounts are not recommended by any staff member from Galilee Regional Catholic Primary School for any current student (**13 years and above is the legal age for these sites**).
- Under no circumstances is the school gmail account allowed to be used to register for any social media, website or application at home or school, unless approved by the ICT eLearning Leader (Joss Coaley) or ICT Infrastructure Leader (Carlo Martello).
- I understand that it is my / our responsibility as parent(s) to supervise my child when using technology at home.
- I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact Joss Coaley (ICT eLearning Leader) via email at jcoaley@gsmelbournesth.catholic.edu.au

Please note that by not following all of the above expectations may result in ICT privileges (use of technology, Google Accounts) being revoked.



GALILEE
REGIONAL CATHOLIC
PRIMARY SCHOOL

Galilee Regional Catholic Primary School Annual Photograph / Video Permission Form

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications. This is a fantastic way of sharing news and events of our school to our Galilee community.

At Galilee, we take photos and videos of students for a range of purposes. This includes celebrating achievements at sporting events and assemblies; demonstrating our learning both in the classroom and excursions; as well as forming memories of special whole school events (including Italian Day, eLearning Day, Crazy Hair Day just to name a few).

We would like your permission to use your child's photographs and videos created throughout 2018, and therefore require you to sign the permission form on the last page.

This is a new agreement for 2018. After seeking feedback from the Galilee Community we have **removed** permission for the use of photos or videos of Galilee students by external companies, including Catholic Education Melbourne, without additional consent.

On the unlikely circumstance that a group or company outside the Galilee Community wishes to use a photo or video of your child for promotional, marketing or media purposes, additional permission will be required from the parent or guardian.

By signing this policy, you are agreeing for your child's photo or video to be used for **Galilee purposes only**, including:

- The School Website
- Class Dojo (being implemented in the whole school in 2018)
- Our school newsletter (inewsletter.com)
- School Assembly Presentations

By signing this policy, you also understand and agree that if you do not wish to consent to your child's photograph or video appearing in any or all of the publications above, or if you wish to withdraw this authorisation at anytime, it is your responsibility to notify the school, specifically Joss Coaley (eLearning Leader) via email at jcoaley@gsmelbournesth.catholic.edu.au



In 2018, Galilee Regional Catholic Primary School will be introducing Student Portfolios, using the digital application, ClassDojo. ClassDojo is a classroom communication app used to share reports between parents and teachers. Teachers track student behavior and upload photos or videos to allow for real-time feedback to parents about their child's learning.

The Portfolios will vary depending on the Year Level and Class that your child is in. For example, in the Junior Year Levels (Years Prep - 3) students will share a class device to update their portfolios, or may be updated by their classroom teacher. In Middle and Senior Levels (Years 4 - 6), students will independently update their portfolio, while being supervised by their classroom teacher. This also includes their Specialist Lessons. All pictures that are uploaded to the Class Dojo are only visible to the Galilee community, as all parents require a unique sign-in code before they can view their child's portfolio.

The work that is submitted to a student's portfolio has been checked by teacher, although may contain errors or mistakes made by the student, that could be a stimulus for future learning. The purpose of the portfolio is to demonstrate and share samples of work in order to continue the conversation of learning at home.

Using Student Portfolios comes with the following expectations:

<p>As a Student...</p> <ul style="list-style-type: none">● I will only update my Portfolio with appropriate work samples and comments that are related to my learning.	<p>As a Teacher...</p> <ul style="list-style-type: none">● I will only approve appropriate work-based samples and comments to be shown on a Student's Portfolio.● I will attempt to keep my class parents updated with information, with updates to each child's Portfolio per term.● The work that is approved to a student's portfolio may contain comments, feedback and corrections.	<p>As a Parent...</p> <ul style="list-style-type: none">● I will provide positive feedback to any work seen on my Child's Portfolio.● I recognise that even though I can send a message to my child's teacher at any time, that they will only respond to messages between school hours.● I understand that my child's teacher will respond to my message as quickly as possible, however sometimes there may be slight delays.
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Galilee Regional Catholic Primary School Digital Pack Agreement 2018

ICT and Technology User Agreement

By signing this document, I hereby acknowledge that I have read this agreement and I completely understand what I have read. I accept all the terms outlined in this agreement, and agree to follow all the rules that I have read.

Student Name:

Student Grade:

Student's Signature:

Parent Name:

Parent's Signature:

Class Dojo Agreement

By signing this document, I hereby acknowledge and give permission for my child to have a Class Dojo Account, an Online Student Portfolio for my child where I can view different types of learning happening throughout the school.

Parent Name:

Parent's Signature:

Annual Photograph / Video Permission Form

By signing this document, I hereby acknowledge and give permission for my child's photograph or video to be published in the School Publications listed in the agreement.

Parent Name:

Parent's Signature:

This policy must be returned to Mr Coaley as soon as possible, so access to technology can be granted. This policy remains in place until the first day of the Galilee Regional Catholic Primary School 2019 School Year.