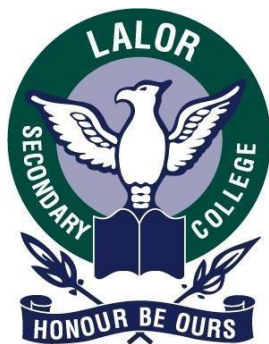## APPENDIX E

Lalor Secondary College
118 David Street Lalor 3075
PO Box 1015 Lalor 3075
Telephone 9463 7300
Facsimile 9465 3865
Email: lalor.sc@edumail.vic.gov.au

LALOR SECONDARY COLLEGE
Digital Learning
(Internet, Social Media And Digital Devices) Policy

2022-2024

AIM
To provide clear guidelines around the acceptable use of digital devices and to increase the safe use of such devices while enhancing student learning.

POLICY REVIEW AND APPROVAL

Policy last reviewed	23rd May 2022
Approved by	Principal and School Council
Next scheduled review date	April 2024

Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office ph 9463 7300

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our BYOD program and school loaned device program

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

(e) the various Department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students and staff at Lalor Secondary College

Staff use of technology is also governed by the following Department policies:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools and
- Social Media Use to Support Student Learning.

Students and staff also follow our school's Acceptable Use Policy (Appendix A)

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Lalor Secondary College's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (teaching staff)
- Code of Conduct for Victorian Sector Employees (staff)
- Code of Conduct for Directors of Victorian Public Entities (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems. This further includes any networks, systems,

software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital learning at our school

Lalor Secondary College has established the following policy for all digital devices to provide staff, students and parents/carers with guidelines and instructions for the appropriate use of these devices during school hours. In order for students to carry and use digital devices during school hours, students and their parents/carers must first read and understand this policy.

Lalor Secondary College understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Lalor Secondary College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Our school operates a Bring Your Own Device (BYOD) program for students which means they are able to bring their own device with them to school each day. Please note that our school does not have insurance to cover accidental damage to students' device, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

In addition to this, our school provides a school loaned device to all year 7 and 8 students for their use at home and school. This device remains the property of the school and must be returned to the school when requested.

Personal Devices at Lalor Secondary College

Year 7 and 8 students are expected to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case

Students in years 9-12 are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Michael Georgiopoulos ph 9463 7300

Lalor Secondary College – 1:1 School Loaned Device Program (Year 7 and 8 only)

The Lalor Secondary College Year 7 1:1 Device program has been designed to integrate digital technology into the curriculum in a meaningful and authentic way. The school council has authorised a significant subsidy to ensure that all of the Year 7 and 8 students will have the opportunity to access a device and participate in the program. Due to the large financial outlay by the school it is important that students ensure they understand their expectations and responsibilities when using the device.

Lalor Secondary College – BYOD Program Years 9 - 12

The following is an outline of the personal computers/tablets allowed at school as part of the Digital Learning policy.
Parents/carers are invited to purchase a device for their child to bring to school.

All students at Lalor Secondary College can participate in the BYOD program through the following two methods:

1. Students in Years 9 to 12 are able to purchase a recommended device listed by the College for use (see attached), through the JB HiFi BYOD portal on the college website.

2. Students are also able to use a laptop or tablet that they have already purchased with the following minimum specifications for wireless network access.
   - I3 Processor
   - 4GB of RAM
   - Wireless Network Function
   - Chrome Browser (Efficiently Access Compass)
   - Windows 10 for PC
   - Mac OS High Sierra for Apple Macs.

Each recommended device purchased through the JB HiFi portal, will be imaged with Department of Education approved software and have the image configured for use on the school network. These include operating system software, anti-virus software, standard Windows, Microsoft Software, MAC OS, Apple and Curriculum specific software licensed to the school.

The software and programs pre-loaded on the Personal Computer are subject to license conditions and copyright. They must not be distributed or deleted. Any software or media installed on the computer must not infringe copyright laws and must not include crude or explicit language or images, as this will contravene Lalor Secondary College's Acceptable Use Agreement and may result in the student being removed from the program.

Laptops and tablets that are brought from home will have access to the school wireless internet connection and will only be able to access their share drives and print via the web. A range of support documentation is available at https://www.lalorsc.vic.edu.au/special-programs/digital-technology-at-lsc/

Recommended Devices

All recommended devices may be purchased from JB HiFi, by accessing the following weblink - https://www.jbeducation.com.au/byod/

Parents are advised to purchase a recommended device through this link. Any device not purchased through this ordering portal will be given internet access which will allow students to access their share drives and print via the internet.

Product type	Product Description	BYOD Sell Price Inc

Apple Tablet	iPad Air 6th Gen Wi-Fi 32GB - Space Grey	$ 411.08
Lenovo Laptop	300e 128GB touch screen with pen	$ 610.08
Lenovo ThinkPad	11e 5th Gen	$789.68
HP Laptop	ProBook 440 G1 x360 8/256	$1,274.63

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the IT department at the college.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Lalor Secondary College, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Lalor Secondary College:

- All students at our school will have filtered internet and email access.
- All students will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The IT Department will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters and all other issues related to internet access by students.
- We undertake to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students email access will be through EduPass Outlook 365.
- Staff and students are responsible for notifying the IT Department of any inappropriate material or use of LSC's network so that access can be blocked.
- Students are expected to follow the behavioural expectation guidelines listed in this policy and inappropriate use of the college network will be resolved using the Student Code of Behaviour
- Signed Student Consent (See Appendix A) is required in order to gain access to the internet or to publish work, photos or videos on the internet. This form will be completed once by parents upon their enrolment at the college.
- Privacy of students, parents, staff and other users must be recognised and respected at all times and will be managed according to the Privacy Policy.

- We use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- We restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- We supervise and support students using digital technologies for their school work
- We effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- We educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- We have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- We use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at our earliest opportunity
- We educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies

- We refer suspected illegal online acts to the relevant law enforcement authority for investigation

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement (Appendix A. This occurs upon enrolment).

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the IT service desk manager as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent. The college has a 'do not publish list' which is an opportunity for parents and students to ensure that they are not published. Further to this, parents have the option to fill out the form to 'opt out' of their child being published (Appendix D)

Our school has established a Facebook Page, several student Instagram school accounts in the areas of Arts and Stem and a website. These allow students to showcase exceptional work related to their class work and extracurricular activities at the college. Parents are welcome to contact the college, if they have any questions or concerns about students participating in this forum.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Lalor Secondary College's *Student Code of Behaviour, Student Wellbeing and Engagement policy, Mobile Phones Policy* and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Lalor Secondary College will institute a staged response, consistent with our student engagement and behaviour policies*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges

- other consequences as outlined in the school's *Student Code of Behaviour, Mobile Phones, Student Wellbeing and Engagement and Bullying Prevention policies.*

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at parent information nights/sessions
- Included in transition packs
- Made available in hard copy from school administration upon request

APPENDIX A –
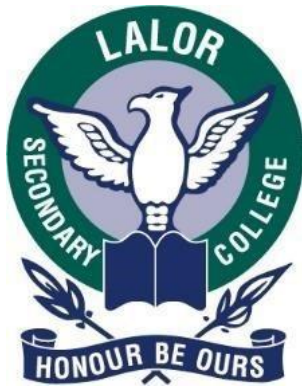
Lalor Secondary College
ICT Acceptable Use Policy and Rules

Lalor Secondary College is proud of the computer facilities we provide for students and staff to promote the values of learning and educational excellence. The following Acceptable Usage Agreement and Rules are to protect the students and the college computer facilities so we can continue to provide the best learning experience for all.

ICT Acceptable Use Policy and Rules

- No food, drinks or chewing gum are permitted in any computer lab or near any computer trolley under any circumstances.

- Social Media sites (Facebook, Twitter, Instagram, Pinterest etc.) are prohibited from being accessed.

- Attempting to use Proxies or VPN solutions to bypass school security to access blocked sites is strictly prohibited.

- Games are prohibited from being played on any school computer and from being stored on the college Fileserver. The ONLY exception to this rule is if the game is provided by the teacher and is part of the class curriculum.

- Copywrited material such as games, music, movies, TV shows and any other copywrited material are strictly not permitted to be stored on any part of the college network including the Fileserver or any college based cloud storage such as Google or OneDrive.

- Students are not permitted to climb on or under desks and/or unplug any device/cable from the back of any computer.

- Students are only permitted to use the front USB ports and headphone port.

- When starting class, students must report any damage to the teacher immediately.

- When finishing class, students must ensure the keyboard, mouse and monitor are neat and the chairs are pushed in.

- Under no circumstances are students allowed to touch any cables behind the computer or monitor for their own safety.

- Students must not share their passwords under any circumstances with anyone. If a student suspects someone may know their password, it is their responsibility to change it immediately and to report it to the IT Department as students are responsible for all activity on their account.

- Under no circumstances is Lab equipment and/or software to be modified or tampered with. This includes attempts to try and bypass school security features (either hardware and/or software).

- Under no circumstances are students to wilfully damage or vandalise any equipment. If a student witnesses another student doing this, they must report this to the IT Department immediately otherwise they too will be treated as an accomplice.

- Under no circumstances are students to participate in cyber-bullying in any way and if they witness such an event, they must report it to the IT Department immediately.

- School ICT Resources (Computers, printers, internet etc.) are for official school use only. Personal use is strictly prohibited.

- Students using their own notebooks to download music, movies, games, applications or anything else via the Internet or Torrent is strictly prohibited.

- Pornographic or offensive video, audio and images are strictly prohibited.

- Accessing any form of Chat site or program is strictly prohibited.

- The school email system is only to be used for school related emails. Using the school email system to spam or cyber-bully is strictly prohibited and may result in Police involvement.

- College faculty must supervise students at all times whilst in a computer lab or using a school computer.

Consequences for College Acceptable Use Policy and Rules Breaches

- **First Offense** – IT Department Notified and then the Student Manager. Parents informed of offence and cost of damage to be paid if applicable. Withdrawal of access to computers/internet

- **Second Offense** – As per First Offence and Saturday detention. Possible suspension.

- **Third and Subsequent Offenses** – Suspension from school.

Student Name: ....

Student Signature: ....

 Date: ....

Parent/Guardian Name: ....

Parent/Guardian Signature: ....

 Date: ....

Lalor Secondary College
YR 7 and 8 School Loaned Device Program

The following Acceptable Usage Agreement and Rules are to protect the students and the College digital devices loaned to the students so we can continue to provide the best learning experience for all.

As a student of LSC in year 7 and 8 participating in the loaned device program I understand and agree to the following:

- Upholding the values of pride, achievement, caring, cooperation, honesty and trust of Lalor Secondary College at all times when using digital devices. This includes the use of computers, digital cameras, personal mobile phones, iPods and other digital devices.

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours). Under no circumstances are students to participate in cyber-bullying in any way and if they witness such an event, they must report it to the IT Department and Student Management Teams immediately.

- Protecting my privacy; not giving out any personal details, including my network details, full name, telephone number, address, passwords and images. If a student suspects someone may know their password, it is their responsibility to change it immediately and to report it to the IT Department as students are responsible for all activity on their account.

- Ensuring that communication through internet and online communication services is related to my learning.

- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.

- To take class notes using the digital device provided by the College (or my own personal device). Students are also expected to have a well-planned file management process. In classes where digital notes are not practical, students are expected to utilise an exercise book. There may be times when the activity is intended to be done without device assistance or when the attention of the student is required elsewhere. At no stage should students access programs or material from the device which are not relevant to their class work/learning. In the event of students using their device inappropriately, the teacher may ask the student to show them what they are doing, put the device away, or, hand it up for the remainder of the lesson and continue working via other means.

- Social Media sites (Facebook, Twitter, Instagram, Pinterest etc.) are prohibited from being accessed during class time.

- Attempting to use Proxies or VPN solutions to bypass school security to access blocked sites is strictly prohibited.

- Games are prohibited from being played on any school computer and from being stored on any College device. The only exception to this rule is if the game is provided by the teacher and is part of the class curriculum.

- Copywritten material such as games, music, movies, TV shows and any other copywritten material are strictly not permitted to be stored on any College device or any College based cloud storage solution such as Google or OneDrive.

- Under no circumstances is the software to be modified or tampered with. This includes attempts to try and bypass school security features (either hardware and/or software).

- Under no circumstances are students to wilfully damage or vandalise any equipment. If a student witnesses another student doing this, they must report this to the IT Department immediately otherwise they too will be treated as an accomplice.

- Pornographic or offensive video, audio and images are strictly prohibited.

- The school email system is only to be used for school related emails. Using the school email system to spam or cyber-bully is strictly prohibited and may result in Police involvement.

- The use of power cords creates an Occupational Health and Safety risk and also increases the possibility of damage to the device should a student trip on it. Students are expected to bring their devices to school each day with a fully charged battery. Students will not have provision to charge batteries at school. Batteries are considered a consumable device and do deteriorate over time.

Consequences for College Acceptable Use Policy and Rules Breaches

Any breaches to the above statements will result in the Student Management Teams following student management processes. These are inline with the use of all ICT resources at the College.

Incidents are logged onto COMPASS by the teacher. The IT Department is then notified as well as the Student Management Team. Parents are informed of the offence and of any cost incurred due to damage. Withdrawal of access to computers/internet may also be applied pending circumstances.

I have read and understood the above policy and rules:

Student Name: ....

Student Signature: ....

Date: ....

Parent/Guardian Name: ....

Parent/Guardian Signature:...

Date: ....

APPENDIX C –

DEPARTMENT OF EDUCATION AND TRAINING
ENROLMENT FORM - INFORMATION for PARENTS, GUARDIANS and CARERS
(including privacy collection notice)

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006,* to collect some of this information.

Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents, guardians and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

Protecting your privacy and sharing information
The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy: https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx

Our school's use of online tools (including apps and other software) to collect and manage information
Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

Emergency contacts
Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

Student background information
The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

Immunisation status
Your child's immunisation status assists our school to manage health risks for children. The Department

may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.

Visa status
Our school also requires this information to process your child's enrolment.

Updating your child's personal and health information
Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.

Accessing your child's records
Our school provides ordinary school communications and school reports to students and parents, guardians and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

Student transfers between Victorian government schools
When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assist the next school to provide the best possible education and support to students.

APPENDIX D –

Photographing, Filming and Recording students at Lalor Secondary College Annual Consent Form and Collection Notice [Insert School Logo]

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to: celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and on classroom blogs/apps as examples.

This notice applies to photographs, video or recordings of students that are collected, used and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (eg concerts, sports events etc) do so in a respectful and safe manner and that any photos, video or recordings ("images" of students are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on Ph 9463 7300

A.   Use or disclosure within the school community

Unless you tell us otherwise below, images of your child may be used by our school within the school community, as described below.

Photographs, video or recordings of students may be used within the school community in any of the following ways:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/carers or school staff with passwords eg Compass, Teams, Office 365 Platforms etc)
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing (eg photographs of pencil grip to assist in OT assessments)
- at assemblies and awards to celebrate student achievements in any aspect of their academic or extra curricular program
- in the school magazine

B.   Use or disclosure in publications/locations that are publicly accessible

Unless you tell us otherwise below, photographs, video or recordings of students may also be used in publications that are accessible to the public, including:

- on the school's website, including in the school newsletter which is publicly available on the website
- on the school's social media accounts

Your child may be identified by first name only in these images (or not named at all).

We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Privacy

Photographs, video and recordings of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information see ***Schools' Privacy Policy*** (http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

Ownership and Reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Opt Out

Lalor Secondary College understands that parents and carers have the right to withhold permission for our school to use photographs, video or recordings of your child (apart from circumstances where the school is not required to seek consent)

If you have read this notice and are comfortable with the school using photos, video or recordings of your child as described above, you do not need to take any further action.

However, if you have decided that you **do not** want images of your child to be collected or used by our school, **please complete the form below** and return it to the General Office. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

I have read this form and I **do not consent** to Lalor Secondary College using photos, video or recordings of my child (named below) to appear in the following ways:

☐ **Use within the school community** (eg in the school's communication, learning and teaching tools, on display around the school, school magazine and compass)

☐ **Use in publications/locations that are publicly accessible** (eg on the school's website, in the school's newsletter, on the school's social media accounts, in promotional material for the school)

Note:

- *You may choose to opt out of both or only one type of use.*
- *It may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*

Name of Student	
Name of parent/carer	
Signature	
Date	____ / ____ / _____

G Suite For Education

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, G Suite for Education and advice in relation to its safe and responsible use.

What information needs to be collected?
- Name, year level, home group and school.
- Student's Department username and password.
- Location information and preferred language.

Why is this information needed?
- To control access to the online services.
- To prevent unauthorised access to student's work.

When could this information be accessed by others?
- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

G Suite for Education is an internet based service provided by Google for classroom activities. It provides students with access to online education services such as:

- Classroom
- Gmail
- Drive
- Calendar
- Vault
- Docs
- Sheets
- Forms
- Slides
- Sites
- Hangouts

This online service is a collaboration tool which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Google may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on G Suite for Education visit:

https://edu.google.com/k-12-solutions/g-

What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in G Suite for Education?

- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), student's schoolwork will also be stored in G Suite for Education.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland and Belgium.

How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Google to enable them to only access their own information on G Suite for Education, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use G Suite for Education for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to G Suite for Education can be viewed by teachers.

In rare cases, Google's technical support team may have access to information stored in G Suite for Education.

Please note that **Google will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Google support, contact your school immediately.

✔ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✘ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

G Suite for Education - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

I **DO NOT** wish for my child to have access to G Suite for Education and understand that alternative arrangements for allocating work will be made.

Student Name:

Home room:

Date:

Parent / Guardian Signature:

Parent / Guardian Name:

Office 365

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.

What information needs to be collected?
- Name, year level, home group and school.
- Student's Department username and password.

Why is this information needed?
- To control access to the online services.
- To prevent unauthorised access to student's work.

When could this information be accessed by others?
- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Stream
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:
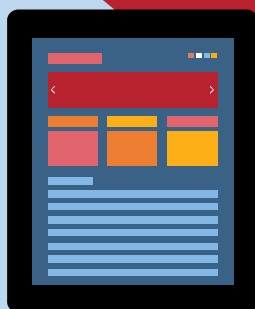
https://products.office.com/en-au/student/office-in-education

What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in in Victoria and New South Wales.