



1. STPS Online Usage Agreement Year 3 – 6

Dear Parents and Caregivers,

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

I am writing to seek approval for your child to be given access to these online services at school.

The Department's online services currently provide all Western Australian students with access to:

- Individual email and calendar accounts.
- The internet, with all reasonable care taken by central office staff and schools to monitor and control student's access to websites while at school.
- Online teaching and learning services such as Connect, web-conferencing and digital resources.
- Online file storage and sharing services.
- A range of online third party services at locations other than school.

These third party online services include a range of websites that are carefully chosen by teachers and schools to develop, support and enhance student learning programs. In an increasingly digital world it is vital that our students develop a comprehensive digital literacy and access to online resources at school is essential to support this.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. (www.foi.wa.gov.au)

You should also be aware that general internet browsing, not conducted via the Department's network, is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can be found on the Office of E-Safety Commission website. (www.esafety.gov.au/parent).

There are three permissions to sign attached to this letter.

- 1. STPS Online Services Agreement - Information on page 1.**
- 2. The ICT Acceptable Use Agreement (Years 3-6) - Information on pages 2 & 3.**
- 3. Third Party Services Consent Form at South Thornlie Primary School - Information on pages 4 & 5.**

Please read the information carefully. It will also be important to explain the content of the Online Usage Agreement to your child before the permission slip is signed.

All permissions on page 6 should be signed and returned to school as soon as possible so that an online services account can be created for your child. Please note, that while every effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

Yours sincerely,

Megan Barnett
Principal
South Thornlie Primary School



2. The ICT Acceptable Use Agreement (Years 3–6)

The provision of ICT services at South Thornlie Primary School expands the range of teaching and learning opportunities available to staff and students. Access to these services will enable improvement in learning outcomes and effective integration across the West Australian Curriculum. In educating students for a rapidly changing world it is important for them to learn how to use technology constructively and effectively. The agreement below will enable students and their parents to understand the guidelines for the acceptable use of ICT services.

The ICT Acceptable Use Agreement (Years 3 – 6)

As a student attending South Thornlie Primary School you have access to computers and other technology that allow you to make use of the internet and email services. This access enables you to search and communicate with the world. Being a user of the technology at school is a privilege and you have responsibilities to use these facilities appropriately and to only search for and distribute information that is necessary to achieve a goal set at school. In order to have access to the school's ICT resources, parents/guardians and students must agree to abide by the South Thornlie Primary School ICT Acceptable Use Agreement.

Year 3- 6 students will abide by the following guidelines when using ICT services and devices.

Responsible Use	<ul style="list-style-type: none"> I will take care when using the school's computer equipment and will not change the computer settings. I agree to use the internet and email at South Thornlie Primary School in a responsible manner for purposes stated by my teacher. I can expect that supervision will occur when I am using the internet.
Unsuitable Location	<ul style="list-style-type: none"> I will not access inappropriate images, content or websites. I will use Google safe search procedures when accessing the internet at STPS. If I find myself in unsuitable internet locations, I will immediately click on the home or back button or minimise the screen and inform my teacher.
Uncomfortable Email, Website or Pictures	<ul style="list-style-type: none"> I will tell the teacher if I see or receive anything that makes me feel uncomfortable or unsafe or that I know I should not access or view at school.
Personal Information	<ul style="list-style-type: none"> I will keep my password private and not share with other students. I will not use anyone else's password. I will not let other people logon or use my online account. I will tell the teacher if I think someone is using my online account. I will not give out personal information such as surname, address and phone number or that of my parents/guardians or other students on the internet. I will check with the teacher before giving information about myself or anyone else when using online services.
Pictures	<ul style="list-style-type: none"> I will not publish a picture or send a picture or video of myself or others without first checking with my teacher.
Respect For Others and Language	<ul style="list-style-type: none"> I will not use any online service to be mean, rude or unkind about other people. I will not use inappropriate language.
Permission to Publish	<ul style="list-style-type: none"> I will always have my teacher's permission before publishing.
Copyright	<ul style="list-style-type: none"> I will not publish to the internet using material from other websites unless I have permission from the person who created the material. I understand that breaches of the rules will see me lose my internet/email access rights for a period of time determined by my teacher.

By signing this agreement and using the equipment and resources of South Thornlie Primary School, the student understands and undertakes to follow the guidelines listed above. **We request that parents also sign below once they have read and discussed the Acceptable Use Agreement and possible consequences with their child.**

Consequences for 'Minor' Breaches of the Acceptable Use Agreement

Minor incidents include things such as:

- Not following staff instructions.
- Students not taking care to leave the lab or class computer area tidy.

Breaches of minor incidents will be recorded and managed in accordance with the South Thornlie Primary School Managing Student Behaviour Policy.

Consequences will be at the discretion of the teacher/s and may include:

- Revoking students 'Computer Usage Rights' (the time will depend on the severity of the minor breach and how often it occurs).

Consequences for 'Major' Breaches of the Acceptable Use Agreement

Major incidents include things such as:

- Malicious use of the computers i.e. threatening emails, inappropriate language through emails or the internet, deliberately tampering with another person's folder, documents or email etc.
- Deliberately accessing or downloading inappropriate material on the internet.
- Deliberately forwarding inappropriate material.
- Deliberately causing harm to the School Network and computers either physically or through knowingly passing on any viruses.
- Stealing any school computer or software equipment.
- Using another person's identity when using ICT services and other devices.

Breaches of major incidents will be recorded and managed in accordance with the South Thornlie Primary School Managing Student Behaviour Policy.

The consequences will be:

- The incident will be reported to the Principal immediately.
- The students 'Computer Usage Rights' will be revoked immediately.
- Parents/carers will be informed of the breach and the consequences that have been issued.
- The Principal and Teacher concerned will then decide an appropriate duration for the student concerned to be without their 'Computer Usage Rights'.
- Severe breaches of the 'Acceptable Use Agreement' may warrant and result in suspension.

Use of Student Personal Devices

Devices not purchased by the school and/or maintained by the school such as a personal computer, smart phone/watch, iPad, wireless PDA etc are not supported by staff, unless there are exceptional circumstances and approved by the Principal. Any devices brought to school need to be handed in at the office at the start of the day and will be collected at the end of the day.

Please discuss these guidelines with your child. It is important that safe use of electronic media is supervised and discussed regularly, in an age appropriate manner, to assist children to understand the importance of safe and legal usage. Parents and Caregivers are encouraged to do this on an ongoing basis.



3. Third Party Services Consent Form at South Thornlie PS

The following third party services are being used in our school. These services require us to share some personal information about your child and require you to provide consent for each service before we do so.

These programs and websites are carefully chosen to support and enhance your child's academic progress and performance and are considered **highly valuable** to the teaching and learning program at South Thornlie. Please contact the school if you have any queries.

Name of Service	Information Provided	Terms of Use/ Privacy Policy
Seesaw https://web.seesaw.me Class communication teaching and learning	Information provided: Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos. How the information is used: This service is a digital portfolio and communication platform. Where the information is stored: Outside Australia.	https://web.seesaw.me/privacy-policy https://web.seesaw.me/terms-of-service
Class Dojo http://www.classdojo.com/ Classroom management; Communication tools; Digital portfolio	Information provided: Students' images, videos, work are uploaded and published to the service. How the information is used: A global community of teachers and families who come together to share kids' most important learning moments, through photos, videos, messages, and more. Where the information is stored: Outside Australia.	https://www.classdojo.com/en-gb/?redirect=true https://www.classdojo.com/en-gb/terms/
Study Ladder https://www.studyladder.com.au/ Online education platform for primary aged students Teaching and Learning	Information provided: Student name, year level, class name, responses, school name How the information is used: Online education platform for primary aged students Keyboarding, digital literacy and coding. Where the information is stored: Outside Australia	https://www.studyladder.com.au/about/privacy https://www.studyladder.com.au/about/terms
Code.org https://code.org Teaching and Learning	Information provided: Student Name and Email (not stored) How the Information is used: To track coding progress Information stored: Outside Australia	https://readtheory.org/privacy-policy/
Read Theory https://readtheory.org English Teaching and Learning	Information provided: Staff/Teachers names and email Student name How the Information is used: Reading comprehension practice Information stored: Outside Australia	

<p>Kapture Photography</p> <p>https://www.kapture.com.au/</p> <p>School Photography Service</p>	<p>Information provided: School name, student unique identifier number for purchasing from vendor website, student name, student class details, school year and profile</p> <p>How the Information is used: Enables parents to purchase their child/ren and class/special group photos. Photos are also provided to schools for school database.</p> <p>Information stored: Australia</p>	<p>https://policies.google.com/privacy?hl=en&gl=au</p> <p>https://edu.google.com/why-google/privacy-security/?modalactive=none</p>
<p>Parent Teacher Online</p> <p>https://parentteacheronline.com.au/</p> <p>Booking systems; Parent Teacher Interviews</p>	<p>Information provided: Student name, class, year level, parent name, parent email</p> <p>How the Information is used: Booking service for scheduled meetings including parent teacher interviews</p> <p>Information stored: Australia</p>	<p>https://code.org/privacy#how-we-collect-and-use-information</p> <p>https://code.org/tos (terms of service)</p>
<p>PAT (ACER)</p> <p>https://www.acer.org/au/pat</p> <p>Assessment and Testing</p>	<p>Information provided: Staff/ teacher name, email, student name, date of birth, work/content, gender, grades or performance data and other data including parent name and contact information.</p> <p>How the information is used: Tests to provide objective, norm referenced information about students' skills and understandings in a range of key areas.</p> <p>Where the information is stored: Within Australia</p>	<p>https://readtheory.org/privacy-policy/</p>
<p>Passtab</p> <p>https://passtab.com/</p> <p>Visitor management system</p>	<p>Information provided: Staff/ teacher name, email, student name, parent carer visitor name, reason for being onsite</p> <p>How the information is used: A customisable visitor management system that controls school sign-in and sign-out of parents, visitors, staff and students.</p> <p>Where the information is stored: Within Australia</p>	<p>https://passtab.com/terms.html</p> <p>https://passtab.com/privacy.html</p>

Please read pages 1-5 carefully then complete all three permission slips below. Please return this page to school.

1. STPS Online Services Use Agreement

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the **Acceptable Use Agreement** for school students. I also understand that if my child breaks any of the rules in the agreement that the Principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Please note: While every reasonable effort is made by the school and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

✓ **Please tick:**

I **GIVE** permission for my child to have an **online services account**.

I **DO NOT GIVE** permission for my child to have an **online services account**.

Parent/Carer Name:	Student Name:
Date:	Student Year Level:
Signed:	School: South Thornlie Primary School

2. The ICT Acceptable Use Agreement (Year 3 – 6)

I have read, understood and agree to abide by the guidelines for using the South Thornlie Primary School Information Communication and Technology facilities. I understand that by following the guidelines I will continue to enjoy access to these resources. I also understand that failing to follow the **STPS ICT Acceptable Use Agreement Guidelines** is a breach of the South Thornlie Primary School Behaviour Policy and there are consequences that will be given.

Student Signature: I have read and understood the South Thornlie Primary School ICT Acceptable Use Agreement and agree to abide by the guidelines at all times. I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.			
Student Name:	Student Signature:	Student Year Level:	Date:
Parent Signature: I have discussed the South Thornlie Primary School ICT Acceptable Use Agreement Guidelines with my child and agree to allow my child permission to access the internet in accordance with this Agreement.			
Parent/Carer Name:	Parent/Carer Signature:	School: South Thornlie Primary School	

3. Third Party Services Consent Form at South Thornlie Primary School

I have read the terms of use and privacy policy above for each of the websites listed. I understand that my child's personal information, as described above, will be provided to these third party providers for the purpose of my child's education until the end of his/her schooling at South Thornlie Primary School. I also understand that this information, for some of the above providers, may be stored outside of Australia.

Please read and sign below.
Parent/Carer Name:
Signed:
Date: