



## 1. STPS Online Usage Agreement Year K-2

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](http://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](http://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 K-2) - 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 K-2)

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 K-2)

Students attending South Thornlie Primary School have access to computers and other technology that allow them to make use of the Internet and email services. This access enables students to search and communicate with the world. Being a user of the technology at school is a privilege and all students 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 must agree on behalf of their child to abide by the South Thornlie Primary School ICT Acceptable Use Agreement.

**Year K-2 students will abide by the following guidelines when using ICT services and devices.**

<b>Responsible Use</b>	<ul style="list-style-type: none"> <li>• Students will take care when using computer equipment and will not change the computer settings.</li> <li>• Students will use the internet and email at South Thornlie Primary School in a responsible manner only for purposes stated by their teacher. Supervision will occur when students are using the internet.</li> </ul>
<b>Unsuitable Location</b>	<ul style="list-style-type: none"> <li>• Students will not access inappropriate images, content or websites.</li> <li>• Students will use Google safe search procedures when accessing the internet at STPS with assistance from the teacher as required.</li> <li>• Students will be advised that if they find unsuitable locations on the internet to immediately click on the home or back button or minimise the screen and inform their teacher.</li> </ul>
<b>Personal Information</b>	<ul style="list-style-type: none"> <li>• Students will not give out their password, or personal information such as surname, address and phone number or that of their parents/guardians or other students on the internet.</li> <li>• Students will not use anyone else's password.</li> </ul>
<b>Pictures</b>	<ul style="list-style-type: none"> <li>• Students will not publish a picture or send a picture or video of themselves or other people's images without first checking with their teacher.</li> </ul>
<b>Permission to Publish</b>	<ul style="list-style-type: none"> <li>• Students will always ask for the teacher's permission before publishing anything online.</li> </ul>

**Parents are requested to sign on behalf of their child once they have read and discussed the guidelines 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 will take into consideration the age of students. They 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.



## Third Party Services Consent Form at South Thornlie PS

Please see below our updated third party services lists that requires parent / guardian consent. **Please return this form to the classroom teacher.**

At time of enrolment, all families received notification of third party services being used at our school. It is a requirement that we keep you informed of any new services being used in our school.

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

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

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

---

### 2. The ICT Acceptable Use Agreement (Year K-2)

I have discussed the guidelines for safe and legal use of the South Thornlie Primary School Information Communication and Technology facilities with my child and agree to allow my child permission to access the internet in accordance with South Thornlie Primary School **ICT Acceptable Use Agreement**.

*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.*

<b>Parent/Carer Name:</b>	<b>Parent/Carer Signature:</b>	<b>School: South Thornlie Primary School</b>
---------------------------	--------------------------------	----------------------------------------------

---

### 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.

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