



Dear Parents and Students,

The integrated information technology program at Ss Peter and Paul's develops in our students the digital literacy skills they need to contribute to a connected world. We use technology to:

- **Facilitate** creativity and innovation
- **Develop** information fluency
- **Support** communication and collaboration
- **Extend** research and information fluency
- **Model** and **practise** safe, legal and responsible cyber behaviours

We seek to develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We create the suggested online environment possible. Filtering software keeps unwanted sites from our computers and adults supervise our students' computer activities at school. Children are taught how to respond to unwanted material that may elude the filters.

### **Our Hardware and Software**

Our students can access the Internet via both wired and wireless connections that cover the entire school site. We are a PC and Apple school with more than 150 computers, Chromebooks and iPads distributed throughout our learning areas. Digital projectors and interactive whiteboards facilitate group viewing and discussions.

### **Benefits of connecting with others**

We utilise the benefits of new technologies that allow us to interact with our families, other schools, outside experts and the online community via a variety of tools, e.g. Google Classroom, Hangout Meet, online websites, GSuite apps, etc

The benefits include introducing students to the following concepts through authentic learning opportunities:

- Connected learning
- Increased opportunity for collaboration
- Creating a positive digital footprint
- Effective digital citizenship including netiquette
- Transparency and accountability
- Authentic feedback from a variety of sources
- Writing and creative opportunities

At Ss Peter and Paul's we see that Internet and Digital Education and safety is a joint responsibility between home and school.

Kind regards,

**Trish Vandekolk**  
Principal

Please read through the policy with your child to be sure that they understand the details and implications. This policy applies to children in Years Prep - 2.

### **Student Rules & Guidelines:**

#### **These rules will help us all to stay safe when using technology**

- I will only use any technology at school with the permission of the teacher
- I will use my school Google account for school related work only
- I will look after our equipment by using it with care - I will not be silly or rough with it
- I will only use the computer and the Internet when an adult is with me; I need an adult to supervise and help me
- I will only use the websites, activities and apps that my teachers say are safe to use. If I accidentally click on the wrong page, I will ask an adult for help straight away
- I will not purposefully click on any Internet advertising
- I will not use search engines or sites without permission from the teacher
- I will only send emails with the permission or help of a 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 and parents (this includes devices such as mobile phones, iPods, iPads, cameras, Nintendo DS's or similar)
- I will not put any personal information online. This includes: my name, my address, my Email address, my phone numbers or photos of myself
- My profile pictures / online Avatars will not be pictures of me and will not reveal my identity
- I will ask permission from others before taking pictures, recording sound or videoing them (including teachers)
- I will never put another student's photo or video on the Internet
- If I bring a mobile phone or any other device to school, I will leave it at the school office during the day. I will collect my device at the end of the school day

If I see something on the Internet that is mean, rude, upsetting or that I know is not acceptable at our school then I will:

**STOP** what I am doing

**BLOCK** it by minimising or closing my screen so that others cannot see it

**TELL** a teacher straight away

I understand that if I break any of these rules, I will not be able to use the technology and the school may need to tell my family.

This Acceptable Use Policy also applies to students whilst on school excursions, camps and extracurricular activities.

**Parent/Guardian information:**

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 in accordance with the Student Agreement attached. I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the technology use agreement.

*If you have any questions or concerns please contact the principal - [principal@sppdcstr.catholic.edu.au](mailto:principal@sppdcstr.catholic.edu.au)*

**Acceptance:**

I/we acknowledge and agree to follow the rules and guidelines outlined in the Ss Peter & Paul's Primary School Doncaster East Technology Acceptable User Policy 2021 for the Junior School.

The students will be provided with a paper copy of this agreement for them to sign.

<b>Ss Peter &amp; Paul's Primary School Doncaster East Technology Acceptable Use Agreement 2021</b>	
<b>Student Name:</b>	
<b>Student Signature:</b>	
<b>Parent Name(s):</b>	
<b>Parent/Guardian Signature(s):</b>	
<b>Date:</b>	

**Policy details are available on our website for your reference.**