



## USE OF INFORMATION & COMMUNICATION TECHNOLOGIES

### Consent Form 2023

If you change your mind, please contact the office immediately.

***ICT – Information and Communication Technologies is a term used to refer to any technology that allows the user to access or share information, and/or to communicate with other people.***

Information and Communication Technologies (ICT) provide great potential for enhancing student learning. ICT has the potential to change the way learning operates, and brings many benefits to students in a wide variety of subjects. Additionally, it enables communication with other schools in our area and globally through collaborative projects.

**Whilst at Karingal Heights Primary School, your child may use the following ICT tools to enhance their learning:**

- Computers (including but not limited to desktops, laptops, and tablets including iPads)
- Digital Cameras (still cameras and video cameras)
- Internet

**When using these learning tools, the following may be shared in an online format (e.g. school website, class blog):**

- Their first name ONLY
- Their photo
- A video of your child (including supervised video conferencing using applications such as Webex)
- Samples of their work or examples of the activities that they have undertaken.

**At Karingal Heights Primary School, we value your child's safety and privacy. All activities involving ICT will:**

- Be of a high educational value
- Protect the privacy of your child (we WILL NOT share their surname, address, phone number or any other personally identifiable piece of information)
- Maintain a safe learning environment (every effort will be undertaken by staff to ensure minimal risk to your child)

### **Use of the Internet to Access Information and Communicate with Others**

Following is a list of SOME of the applications your child may use that require internet connection. Due to the constantly evolving nature of technology, this list is not exhaustive.

- School website and class blogs
- Video Conferencing (e.g. Webex)
- Games for educational purposes
- Educational websites for teaching, learning and assessment
- Search Engines (with Safety Mode enabled)
- Email (e.g. ePals or DET email program)



## **GUIDELINES FOR ACCEPTABLE USE OF THE INTERNET BY STUDENTS**

The school's expectations of student's behaviour apply to all activities they are engaged in, including the use of ICT. Communication using ICT is often of a public nature, and care and good manners are expected in this area of school activity, as in all others.

### **PRIVILEGES**

1. The use of the Internet is a privilege, not a right.
2. If students are deemed by the school to have violated any of the conditions of use, this privilege will be withdrawn.
3. Students will not be able to access ICT tools unless they have a contract signed by all parties (student and parent/guardian)

### **RESPONSIBILITIES**

1. Students are expected to use the Internet for educational purposes ONLY.
2. Students should remember that when they are using the Internet they are entering a global community and any actions taken by them will reflect upon themselves, as well as the school as a whole.
3. Users must at all times behave in an ethical and legal manner.
4. Users shall respect the rights and privacy of other individuals. They will not share other people's personal information
5. Acceptable language will be used at all times and sending of offensive messages or images is prohibited.
6. Violation of copyright laws is not allowed. The intellectual rights of others should be respected. Computer software and other material protected by copyright should not be printed or downloaded unless the copyright holder gives permission.
7. Anything of a disturbing nature will be reported to staff immediately.
8. Hardware and software should not be destroyed, modified or abused in any way.
9. Personal details, including addresses and phone numbers of you or others should not be given.
10. Students will not attempt to download or upload programs or software onto the school network.
11. ICT tools will only be used in a positive manner. They will not be used to be mean, rude or offensive, or to bully, harass or in any way harm someone else, or the school itself, even if it is meant as a joke.

**If you have any concerns or questions regarding the use of ICT at Karingal Heights Primary School, or you wish for restrictions to be placed on the publication of your child's name or photo/video in an online format, then please feel free to speak to the principal, class teacher or the school administrative team.**

## **What online learning tools will be used by our school?**

**ACER School Online Assessment and Reporting** is a time-effective alternative to paper tests and surveys. Delivery of the test or survey is online and, in most instances, reporting is available immediately after tests are completed. Students log-in to participate.

**Student access**-undertake set assessment and can only access their own work.



**Teacher and Administration Access**-access to student accounts to set student tests, review results, export data.

**Student information used**-first name (or initial), last name, class and CASES 1D –this enables teachers to identify individual students and identify the classroom which they are accessing and to allocate the correct assessment.

**ACER Privacy**-For information on ACER's privacy policy please use the following link:  
<https://www.acer.org/privacy>

**Class Dojo** is a classroom communication application where students can upload and showcase their learning via a digital portfolio.

**Student Access**-post their digital portfolio during class activities, respond to teacher and parent comments. Students can only see their own work and other students' public responses on class blog. They cannot see other student work. Access is via a class text code, QR code or Google sing in.

**Teacher and Admin Access**- Can view all information, set learning tasks, notify families of new work uploaded and moderate comments. They can see all parent and student information.

**Parent Access**- Can view their own child's portfolio and comment on the portfolio. They do not have access to the portfolios of other students.

**Student Information Used**-Name as supplied to the school. Children login using a password

**Dojo Privacy**- For information on Dojo's privacy please access using this link  
<https://www.classdojo.com/privacy/#how-does-classdojo-use-the-information-it-collects->

**Essential Assessments** is a learning and assessment tool. Students log-in to participate.

**Student access**-undertake set assessment and can only access their own work. They can also complete tasks set by their teacher.

**Teacher and Administration Access**-access to student accounts to set student tests, review results, export data.

**Student information used**-first name (or initial), last name, class and CASES 1D –this enables teachers to identify individual students and identify the classroom which they are accessing and to allocate the correct assessment.

**Essential Assessments Privacy**-For information on Essential Assessments' privacy policy please use the following link: <https://www.essentialassessment.com.au/privacy/>

**SeeSaw** is used to upload student lessons, assignments and activities. It is a digital portfolio of students' daily learning. Students can log-in to participate in class activities, view work, retrieve homework, submit their own journal work and view and comment on other students' work. There are no live class chats. Students cannot post work without teacher approval.



**Student Access** - can see their information (including feedback and assessment provided by teachers) and their parent's responses to approved assessment. Cannot submit content without teacher approval.

**Teacher and Administration Access** - creates student accounts, provides students with their individual home learning text code (or QR Code). Authorises parents/guardians to view information in their child's journal. Creates activities (either text or recorded voice instructions), and approves submitted assessments and journal work, provides feedback to student in relation to their work and consider parent comments

**Parent access** – can view and comment on their own child's classwork, photos and/or journal work through the SeeSaw Family app. They must download and create their own account.

**Student information used** – first name (or initial), last name, class and CASES ID – this enables teachers to identify and give feedback to individual students and identify the classroom which they are accessing and are grouped under. Unique identifier required to ensure digital portfolio follows students as they move through year levels.

**Parent information used** – parent name and email address. This enables teachers to identify parent and 'invite' parent to create their own account in the SeeSaw Family app.

**SeeSaw data** For information on SeeSaw's Privacy Policy see the flowing link:

<https://web.seesaw.me/privacy-policy>

**Sentral** The Sentral Student Administration system is used to manage our students. Sentral is an Australian owned system, which provides schools with a one-stop shop for managing students' enrolment, monitoring and reporting on their attendance, reporting on academic progress and many other daily tasks that schools have to undertake.

**School Administration**- Can access all information stored on the database, review/update student information, develop budgets and produce purchase orders.

**Teachers**-Can see all relevant student and parent information relating to the education and care of students, can communicate directly with relevant parents, create, view and comment on all classwork, add and review assessment data, access all timetable information, access staff communications, access school resource information, input, review and adjust student attendance information, store learning and curriculum resources, review and analyse assessment data, create student reports, manage student/parent/teacher interviews and track professional development.

**Sentral data**-To access Sentral's privacy policy please see the following link:

<https://www.sentral.com.au/privacy-policy/>





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*Please sign this consent form so that your child may begin enjoying the benefits of using ICT to enhance their learning.*

#### **USER CONTRACT**

Your child will be asked to sign an ICT User Agreement whilst enrolled at Karingal Heights Primary School.

#### **PARENT OR GUARDIAN**

As the Parent/Guardian of (please print) \_\_\_\_\_ Year Level \_\_\_\_\_

I grant permission for my child to use the school ICT services. I have read and discussed with my child the terms and conditions for ICT access at Karingal Heights Primary School. I understand that ICT use is designed for educational purposes. I give permission for my child's first name, photo, video or work sample to be displayed in an online format. I will not hold the school or any of its staff responsible for material acquired using ICT.

SIGNED: \_\_\_\_\_ (Parent/Guardian)

DATE: \_\_\_\_\_

#### **SCHOOL**

The teachers of the school have read the terms and conditions and agree to promote this agreement with the student.

As the student may use the ICT tools for individual work or in the context of another class, the teacher cannot be held responsible for the student use of these tools. The student has received instruction on acceptable use of ICT tools, including the Internet.