



# ONLINE PROTOCOLS

## WHOLE SCHOOL

### MESSAGE FROM LIZ

Dear Parents and Carers,



Education of your children has always been a partnership between school and home. During the 21st century, Information Communication Technology (ICT) has become a tool for learning which has been used by teachers to assist students in researching, presenting, sharing their work and practising skills. ICT till now has been used at school only when directed and supervised by teachers. As we prepare for remote learning next term, there will be two significant changes in using ICT as a learning tool for our students.

Firstly, during remote learning ICT will be the main form of communication between teachers, their students and you. Using phones, computers or iPads, teachers will be teaching, setting learning tasks, assessing student work and communicating regularly with their students.

Secondly, during remote learning parents and carers will be supervising their children's use of ICT. In supervising ICT you will need to determine where and when devices can be used by your children, as well as supervising ICT content to ensure your children are safe while online.

We thank you for your support as we continue the partnership between school and home in these different times.

All students and parents are requested to refer to the following website,

<https://www.esafety.gov.au/kids> , and to read and discuss all of the ICT protocols listed below on the following pages.

Kind regards,

Liz Bobos  
Principal

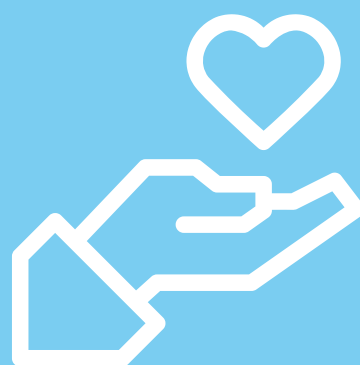


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### ICT USE AT HOME TO SUPPORT REMOTE LEARNING

- To use and interact with all provided and suggested sites appropriately and sensibly reflecting
- on the fact students are representing Majura Primary School
- When interacting online with other students, LSAs, specialists and classroom teachers,
- students are always reflecting on our school values of respect, responsibility and excellence,
- with how they conduct themselves.
- Teachers have the expectation that each student will make every reasonable effort to attempt
- and complete tasks presented to them, and also communicate promptly any issues or
- difficulties that may arise
- Every effort is made by students and, parents and carers, to act responsibly and safely, when
- working online or videoing their image
- When using a school device, every care is taken to not damage it
- Ultimately parents and carers have the duty of care to ensure that their child/ren are adhering
- to these protocols and behaving in a respectful, safe and responsible manner at all times
- If students behave inappropriately or disrespectfully, and do not adhere to these protocols they
- will incur consequences.





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### ALL STUDENTS PROTOCOLS

#### Caring for our Chromebooks we will

- wash our hands before using devices
- not eat or drink near our device
- store our device safely when not in use
- use the Chromebook at a table
- always walk when carrying our Chromebook, holding it with both hands
- charge our Chromebook every night.

#### Being ready for learning we will

- dress appropriately
- be in an open, quiet space (no bedrooms), or have an adult present when using any computer or Chromebook or on a call with a teacher

#### To learn well we will

- stay on the pages that we need for our online learning and not anywhere that we are not supposed to be
- participate in video chats, following classroom expectations, being responsible, respectful and safe
- make every effort to comment about our learning
- strive to be positive, and use kind words
- be responsible to ask questions if we are unsure
- attempt all work tasks, and try to be resilient.
- when in a group call, keep our device on mute until we are asked to share
- ensure when answering or commenting on a stream, we do not start a new comment, but add below to a comment or question in the conversation

#### To be safe online

- For the protection of staff and students video conferences will be recorded
- We will not click on anything we are unsure about, but ask an adult first
- talk to mum /dad /adult if something happens or a message comes up on our device that we are not sure of or how to respond to it
- If we feel uncomfortable with something we see or hear online, we will tell our teacher, parents or another trusted adult



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### SENIOR STUDENT SPECIFIC PROTOCOLS

- If in a group call, keep your device on mute unless you are asked to share
- Please ensure your comments are respectful and supportive and kept to the point
- Make what you post 'meaningful' conversation.
  - One-word posts are not meaningful.
  - Write in full sentences and use correct spelling like you would in your workbooks.
- When communicating online, students need to be aware that written dialogue does not
- communicate tone
- When working online and video conferencing, students will
  - be wearing appropriate attire and
  - using a location in their house where their personal information can not be seen
- Students will make every effort to be available for scheduled weekly 'meet' times which will be
- communicated to them prior to their meeting
- We expect all students to engage with all subject areas including those scheduled by specialist
- teachers



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### ACT DEPARTMENT OF EDUCATION AND TRAINING ACCEPTABLE USE OF INFORMATION COMMUNICATION TECHNOLOGY (CHROMEBOOKS) EXPECTATIONS FOR STUDENTS

#### Do:

- Follow the Instructions on how you must care for a Chromebook
- Use Chromebooks for school learning only and as directed by your Teacher or parent/carer
- Be respectful to others when online – posts must be school related and use appropriate language. Respond positively to posts from others
- Only use materials from external websites with the permission of your teacher or parents/carers
- Inform your teacher if someone accesses your Chromebook account

#### Don't:

- Do not provide personal passwords or usernames to others – students are responsible for all use in their accounts
- Do not share personal information on Chromebooks – eg phone numbers, addresses, personal photos
- Do not copy software programs on Chromebooks, or copy any other materials without appropriate permissions

#### Remember:

- Our school and the ACT Education Directorate receives information about students' Chromebook use
- If you see or receive anything on your Chromebook that is not respectful, is not school related, or makes you feel uncomfortable report it to your teacher or parent/carer OR report it using the Cyber Safety Button on the Digital Backpack.
- Not following the School's Chromebook care instructions and expectations may lead to the loss of access to a Chromebook for a period of time determined by the Principal