DIGITAL LEARNING POLICY
(Internet, Social Media, Digital Devices)

Purpose

The Digital Technologies Policy ensures that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school, including our 1-to-1 personal device program
- expected student behaviour when using digital technologies, including the internet, social media, and digital devices (including computers, laptops, and tablets)
- the school's commitment to promoting safe, responsible and discerning use of digital technologies and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.

Scope

This policy applies to all students at Watsonia North Primary School.

The Department's Acceptable Use Policy governs staff use of technology.

Definitions

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware, including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

Implementation

At Watsonia North Primary School, we believe the ability to use Information and Communication Technology (ICT) effectively is an essential life skill in modern society. Our school understands that digital technologies, including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in various ways. Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging.

Digital technologies enable our students to interact with and create high-quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Watsonia North believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world.

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Implementation *(continued)*

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Watsonia North Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Watsonia North Primary School we:

- use online sites and digital tools that support students' learning and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including the eSmart program.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their privacy online
- actively educate and remind students of our *Student Engagement and Inclusion* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable User Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school-owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable User Agreement.

It is the responsibility of all students to protect their password and not divulge it to another person. If a student or staff member knows or suspects another person has used an account, the account holder must immediately notify the classroom teacher or ICT Coordinator.

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Implementation *(continued)*

All messages created, sent or retrieved on the school's network are the school's property. The school reserves the right to access and monitor all messages and files on the computer system as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the sender's consent.

Netbook Program at Watsonia North Primary School

Students in Years 3 to 6 have the opportunity to participate in the 1:1 Netbook Program. Our school has special arrangements with Learning With Technologies, a Department endorsed company that offers discounted prices for the lease of devices.

Pricing for the program is reviewed annually with the package including:

- Computer device (windows based platform)
- Software as provided by DE&T
- 4-year onsite warranty
- Accidental loss or damage and theft insurance ($50 excess applies)
- Access to an onsite technician.

Classes at Watsonia North Primary School are delivered with the use of 1:1 Netbooks, which means a student must bring their own leased device with them to school each day.

Learning with the 1:1 Devices

The 1:1 program offers the opportunity for our students to enter a new world of curriculum possibilities. In a 1:1 learning program, each learner has a device that can connect each learner with their teacher and other learners or experts, with real-world contexts for learning, multimedia resources, software for learning and online tools and applications.

Payments & Ownership

Parents/carers have an opportunity to lease the equipment from the DET-approved servicer provider. Payments are required as per the payment options available each year.

If a student exits the school for any reason, the device must be paid for in whole prior to departing the school.

The device will be reimaged at the end of the student's time at Watsonia North Primary School.

Our school has an arrangement to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. In such circumstances, students will have access to a device during school hours. Parent/carers facing hardship are asked to make contact with the Assistant Principal to discuss mutually convenient and beneficial options.

Student behavioural expectations

When using digital technologies, students are expected to behave consistently with Watsonia North Primary School's *Statement of Values, Student Engagement and Inclusion* policy, and *Positive Relationships and Anti-Bullying Prevention* policy.

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Implementation *(continued)*

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Watsonia North will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Students' breaches of this policy can result in several consequences, depending on the severity of the breach and the context of the situation. This includes:
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Engagement and Inclusion Policy*.

Further Information and Resources

Watsonia North Primary school has created an eSmart Policy and an ICT User Agreement that incorporates all of the essential components of being an eSmart school. We believe the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between the home and school. Safe and responsible behaviour is explicitly taught at our school, and parents/carers are requested to reinforce this behaviour at home.

The following appendices support our Digital Technologies Policy:
- Appendix 1: eSmart User Agreement
- Appendix 2: eSmart Incident Reporting Process
- Appendix 3: eSmart User Information for Staff
- Appendix 4: Staff iPad Agreement
- Appendix 5: Staff Password Guidelines and Procedures
- Appendix 6: Office 365 for Education Policy
- WNPS *Values and Philosophy Statement*
- WNPS *Student Engagement & Inclusion Policy*
- WNPS *Positive Relationships & Anti-Bullying Policy*
- *DET- Acceptable use policy*
- *DET Parent Payments Policy*
- *WNPS Parent Payments Policy*

Communication of School Policies

All Watsonia North Primary School Policies are communicated to the general public and school community via the school website.

[Policies - Watsonia North Primary School (wats-north.vic.edu.au)](wats-north.vic.edu.au)

School Operational and Curriculum Policies are available in classrooms, office spaces and communal areas for convenient access.

Evaluation and Review

Evaluation of *the Digital Technologies* Policy will occur every four years as stipulated in the *Watsonia North PS Policy Review Cycle* document.

This policy was approved by the Acting Principal in August 2022 and is scheduled for review in 2026.

Policy last reviewed	**August 2022**
Approved by	**ACTING PRINCIPAL**
Next scheduled review date	**August 2026**

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APPENDIX 1:

eSmart Student User Agreement

CARE AND USAGE

When using ICT (Information and Communication Technologies) at Watsonia North Primary School, I agree to:

- Take care of the computers, cameras and any other equipment and ensure I do not cause deliberate damage to equipment in any way.
- Always keep food and drink away from the equipment.
- Only use the computers/iPads/cameras when instructed.
- Not download or put away any of my own software onto the computers/iPads, including games.
- Always log off or shut down the equipment correctly.
- Not change any of the settings.

WORK HABITS

When using ICT at Watsonia North Primary School and home, I agree to:

- Work cooperatively and in a mature way.
- Only search for information about my work when on the internet.
- Be respectful when I talk to and work with other people online and NEVER participate in online bullying.
- Immediately seek assistance if something goes wrong.
- Speak to the teacher if I know someone is not following the agreement.
- Not copy, delete or alter other people's work and call it my own.
- Only use photos and videos for my work as directed by my teacher.
- Not copy or use any images or videos of myself or my peers for non-school-related purposes.
- Only print when I have the teacher's permission.
- Only use Office 365 for school-related purposes (Years 3-6 students).

PERSONAL SAFETY

When using ICT at Watsonia North Primary School and home, I agree to:

- Only use my first name when communicating online.
- Not give out any of my personal information or anyone else's (full name, address, phone number, age and photo).
- Tell a teacher and close the monitor if I come across any information that makes me feel bad, upset or uncomfortable.

eSmart Student User Agreement

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To be signed by the student:

I have discussed this agreement with my parents/guardians and agree to follow the conditions. I understand that breaking the agreement will result in consequences as outlined in the eSmart Policy. My parents might also be responsible for paying for any damage to equipment, as set by the Principal, Assistant Principal, ICT Coordinator or Classroom Teacher.

[ ] **I agree (please tick)**

Student's name: …………………………………….   **Room number: …………………..**

PARENT CONSENT FORM
MUST BE COMPLETED ANNUALLY

Please tick

Yes	No	
		I have discussed the eSmart Student User Agreement with my child.

I give consent to:

Yes	No	
		My child using the internet for educational purposes at school.
		My child's work being published on the internet on a password protected website/blog, using their first name only.
		My child to send and receive external emails/posts with students from other Primary schools.
		My child's photograph /video being published on a password protected website/blog, using first name only.
		My child's photograph being published in the school newsletter.
		My child's work being published in the school newsletter.

Parent/Guardian's name: …………………………   **Signature: ……………………………………**

APPENDIX 2:

eSmart Incident Reporting Process

STEP ONE: Identify Concern

Discuss the issue with a colleague or ICT coordinator. Identify if the problem involves the following:

- A student has been EXPOSED to and affected by inappropriate behaviour (including cyberbullying, sexting, exposure to inappropriate material/contact or in breach of school policy).
  Or
- A student has ENGAGED in inappropriate behaviour (including psychological/emotional harm to another student or themselves, engaged in criminal activity or breach of school policy).

STEP TWO: Taking Action

Reporting of inappropriate use or incidents:

- Investigate the inappropriate behaviour- This includes discussing with staff/students involved and referring to the school ICT User Agreement and eSmart Policy for breach of rules and regulations.
- Report to Leadership – inform the ICT coordinator, Principal/Assistant Principal and fill out the Cyber Safety Incident Report.
- Depending on the degree of the issue determined by leadership – contact the parents of all students involved.
- Inform parents outlining inappropriate use of internet/social networking sites and the need for the parents to discuss the incident at home with the child involved.

Or

- Arrange a meeting with parents and parties involved, if necessary.

Or

- If it is a criminal offence, discuss with the Principal about contacting relevant authorities, e.g. Victoria Police.
- Consequences are enforced for deliberate, inappropriate use.

Inappropriate website accessed or viewed.

- Report to ICT technician to have the website blocked.
- Report to Principal/Assistant Principal if still concerned about the impact.
- Contact parents of students involved.

STEP THREE: Wellbeing

- Provide wellbeing support for all staff/students involved in or witness to the incident.
- **eSmart incident report to be completed and copies handed to Principal and ICT coordinator for tracking and filing. Please attach any evidence (print out, screenshot, etc.).**

eSmart Incident Reporting Process

eSmart Incident Report

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INCIDENT DATE:

Name of Student/s:	Where did the incident occur?	Type of Technology/Website Involved:
Staff involved:	Parents informed? (Phone Call, letter, meeting arranged)	Meeting Attendance/Date:

Type of incident	
Other involvement	
Response	
Resolution/Consequence	
Teaching Point/Follow-up action	

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APPENDIX 3:

eSmart User Information for Staff

Staff ICT information

The following documents and policies are available to support staff implementing ICT into their program:

- Digital Technologies Policy
- eSmart Policy
- eSmart User Agreement Guidelines and Consequences form
- eSmart incident reporting process
- eSmart Incident report form
- Office 365 Policy
- Student ICT User Agreement
- Staff iPad Agreement

Teacher Responsibilities:

It is the teacher's responsibility to ensure the following is occurring in their classroom:

- All students fill in a student ICT user agreement. Complete the grade checklist and send a copy to the office (keep a copy for yourself).
- Read over and familiarise yourself with Watsonia North Primary School's eSmart user agreement
- Students who have not completed the ICT user agreement are not to use ICT devices (laptops, iPads, IWBs, cameras, etc.).
- If parents have ticked no permission on the user agreement, teachers need to ensure the student is not using ICT for that purpose (Internet, photo, blog, etc.).
- Students are using equipment correctly/safely.
- Students only access websites/activities on the computer/iPad as directed by you.
- Check students' files to ensure only work is being saved (no inappropriate content, others' work, videos, games, etc.). To access your grade's folder, go to computer + classroom + the year we are in + your grade.
- Follow up and record any incidents on the incident form, follow up on any consequences, and give a copy of the incident form to the Principal and ICT coordinator.
- Report any computer problems/breakages immediately to the ICT technician using the computer ICT issues log on Compass.
- ICT equipment is **not** to be used during hot and wet day timetable.
- Wearable devices are silenced during school hours
- Mobile phones are to be silent during school hours and locked in the classroom safe throughout the day.
- Students are not to make or answer calls during school hours.

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Office 365 Teacher Responsibilities:

- Students must be supervised at all times when using ICT equipment or accessing Office 365.
- Staff and students should only be using Office 365 for school purposes.
- All students in Year 3-6 must fill in an Office 365 consent or 'opt-out' form annually with a copy sent to the office (keep a copy for your files).
- School staff are to monitor students' use of Office 365 to determine if students' information is collected without their consent and notify them and/or their parents.
- Each classroom teacher must fill in the datasheet of students who don't have parental consent to access Office 365.
- On an ongoing basis, staff will supervise the use of Office 365.
- All staff must not place personal, sensitive, health, or security classified information into your OneDrive.
- Performing reviews will be conducted annually by the School Online Service Coordinator and Specialist Technician.
- All teachers must be aware of how to report and manage issues when using online services.
- The School Online Service Coordinator/Specialist Technician will be able to destroy/delete student information when students leave Watsonia North Primary School off the school's system.

YouTube access is only available to Staff. Under no circumstances are students to access or view YouTube videos.

If teachers wish to use an educational YouTube video, you may, however you must first:

1. View the video in private in its entirety. **If the video is deemed appropriate:**
2. Download the video using an add-on (download helper or other - see ICT team member or ICT technician).
3. View the downloaded video (do not stream YouTube to your students at any time as inappropriate advertisements and messages may pop up).

ICT Equipment:

The following items and equipment are available for use throughout the school:

Prep Area:

- 5 laptops per classroom
- 5 iPads per classroom
- 1 interactive Whiteboard in the area (J15)
- 3 TVs (J16, J17, J18)
- 1 camera to share (team leader to be in charge of)
- 1 iPad per teacher
- Headphones for laptops

eSmart User Information for Staff

Year 1 Area:

- 5 laptops per classroom

- o 5 iPads per classroom
- o 2 Interactive Whiteboards in (J14 & J10)
- o 2 TVs (J12, J13)
- o 1 camera to share (team leader to be in charge of)
- o 1 iPad per teacher
- o Headphones for laptops

Year 2 Area:
- o 10 laptops per classroom
- o 1 Interactive Whiteboard in (J10)
- o 3 TVs (J8, J9, J11)
- o 1 camera to share (team leader to be in charge of)
- o 1 iPad per teacher
- o Headphones for laptops

Year 3/4 Area:
- o 2 Interactive Whiteboards in (M23 and M24)
- o 4 TVs (M19, M20, M21 and M22)
- o 1 camera per classroom. 1 charger per double classroom
- o 1 iPad per teacher
- o 8 laptop across the area
- o 1:1 Netbooks for students

Year 5/6 Area:
- o 10 laptops across the area
- o 6 Interactive Whiteboards (all classes)
- o 1 camera to share (team leader to be in charge of)
- o 1 iPad per teacher
- o Headphones for laptops (2 boxes to share)
- o 1:1 Netbooks for students

Whole School resources to borrow:
Location: Library (please scan the barcode to borrow out on the library computer)
- o 2 x Samsung video flip cameras (camera and video)
- o 6 x Lumix digital cameras
- o 4 x Esi speak microphones
- o 3 x data projectors
- o I x Polycom video conferencing TV (to be used in the library area)

APPENDIX 4:

Staff iPad Agreement

- The deployment of iPads to staff is an initiative to support staff in their use of learning technologies and build teaching capacity.
- The iPads are to be used in professional planning, professional learning, classroom practice, assessment and reporting
- Watsonia North Primary School supplies iPads to individual staff members (recipients), and this agreement is between the school and the recipient.
- Watsonia North Primary School agrees to make the IPad available to the recipient for their use in accordance with the terms and conditions.

TERMS AND CONDITIONS

PROVISIONS OF USE

The recipient agrees to:

1. Use the equipment as a work tool and for self-education purposes in accordance with the objectives of the program and the Department of Education & Training's policies and guidelines.
2. Bring iPad to school every day fully charged.
3. Keep the iPad in a secured (locked) area at all times or with the recipient.
4. Immediately report any loss of, or damage to, the equipment to the principal or ICT coordinator.
5. Keep the equipment under personal control at all times, both during and outside school hours.
6. Bring the iPad to different Professional Development sessions.
7. Not to do anything to the equipment or act in any way in respect to the contents, which would breach privacy laws.
8. Replace or have the iPad fixed if it is lost or damaged in circumstances not covered by the 1 year Apple Care.
9. Return the iPad in good condition and working order.
10. Sign for the iPad upon initial distribution.
11. Provide the iPad for sighting when they are recalled for audits.
12. Be responsible for ensuring students do not misuse it.

THIS AGREEMENT WILL TERMINATE UPON:

1. Watsonia North Primary School requesting the return of equipment.
2. The recipient ceasing employment at Watsonia North Primary School.
3. The recipient being absent or taking extended service leave for one term or more.
4. The recipient breaching this agreement.
5. The equipment being damaged beyond repair.

Staff iPad Agreement

iPad AGREEMENT		
First Name:	*Last Name:*	*(Employee ID):*

I agree to the terms and conditions and the return instructions.

Signed: ………………………………………………..

Name: …………………………………………….

Date: ………./………./……….

Serial number of iPad: _____
(please check your serial number in General + About on your iPad)

(Copy of agreement given to recipient)

RETURN INSTRUCTIONS

Upon termination of this agreement, the recipient is responsible for:

1. The return of the iPad in good working condition and undamaged.
2. The return of the iPad charger and USB cord in good working condition and undamaged.
3. If the recipient fails to return the iPad to Watsonia North Primary School within 30 days of the termination date, the recipient agrees to pay the market value for replacement.

Date of return: ……../……./…….

Signature of recipient: …………………………………..

☐ iPad, charger and USB cord returned in good working condition and undamaged.
☐ iPad returned with damage and/or missing accessories.

Signature of Principal: ……………………………………

APPENDIX 5:

Staff Password Guidelines &Procedures

Purpose

In order to maintain the highest security settings at Watsonia North Primary School, we must be vigilant with password protection of our school-based intranet network and Edupass login details. Staff, students and other authorised users must take reasonable steps to protect the secrecy of their passwords.

The Department of Education stipulates that users must;
- Not share their user ID and password with a third party.
- Not write down their password and leave it where it could be easily found.
- Take care when typing their passwords if they are being observed.
- Change their password if they suspect that someone else knows it.

If passwords need to be stored for system administration purposes, they must be stored separately from the systems to which they grant access (e.g. electronic password vault, secured safely).

Edumail should be used only for appropriate professional purposes and not personal use. All use of Edupass resources must abide by the DET Acceptable use policy.

Aim

To ensure that we meet the Department of Education Password Policy guidelines, all staff members must change their intranet and Edupass password at least twice a year. Passwords must not be older than 182 days.

Implementation

Staff will be prompted to change school-based intranet passwords upon computer start-up. Staff will be emailed 2 weeks before Edupass passwords expire by DET with a link to create a new password.

All new passwords must meet complex 7 requirements as listed below:
- *Passwords must not contain the user's entire first name, surname or username.*
- *Edupass and school-based intranet passwords must be different.*
- *Passwords must contain characters from the following 5 categories:*
  - *Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)*
  - *Lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)*
  - *Base 10 digits (0 through 9)*
  - *Non-alphanumeric characters: ~!@#$%^&*_+-=?||/{}[]<>,.*
  - *Any Unicode character that is categorised as an alphabetic character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.*

References

http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf

APPENDIX 6:

Office 365 for Education Policy

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For the provision of Watsonia North Primary School to use a department-brokered cloud storage service, many new security preferences need to be considered to support the privacy of our staff and students and the appropriate use of this storage.

Office 365 for Education is an internet-based service provided by Microsoft for educational purposes only. It provides students, and teachers access to online services such as email, calendar, blogging, online document storage (for school work), and sharing messaging and video conferencing facilities from school and home.

Office 365 for Education at Watsonia North Primary School includes the following online services:

- Microsoft Exchange (email)
- SharePoint Online
- Office Web Apps (Word, OneNote, PowerPoint and Excel)
- OneDrive for Business (for staff)
- Office Video
- OneNote Classroom

Aim
We aim to provide a safe learning environment which supports the use of Office 365 for Education by staff and students for planning, teaching and learning.

Implementation
Year 3-6 students and their parents will read and sign the eSmart user agreement annually- see eSmart Policy.

All Year 3-6 parents are to annually read the Microsoft Office 365 for Education Privacy information with their child and return the 'Opt Out' slip if they choose for their child not to access Office 365- see Office 365 Policy (Refer to attached *Parent Consent Form*).

Office 365 for Education is to be used strictly for school purposes only by students and staff.

Staff are to provide vigilant supervision of all Office 365 student use.

The School Online Services Co-ordinator and Specialist Technician have access to retrieve contents from Office 365 when required.

The School Identity Administrator or the Online Service Coordinator will be able to delete student information as required.

Sensitive information of staff and students will not be stored using Office 365. Such as health, racial origin, religious beliefs, sexual orientation, etc.

Office 365 for Education Policy

Parents will be informed of any Office 365 for Education misuse as per the eSmart Incident Reporting Process.

Content stored on Office 365 will be reviewed annually for appropriate use. This will be the responsibility of the ICT Co-ordinator and/or the school's ICT Technicians.

Staff and students will be provided with ongoing training on the safe use of online services.

Office 365 for Education Policy

Microsoft Office 365 factsheet

What data is collected, and where is it stored?	The system may collect personal information such as their name and schoolwork.

	Outside of Australia, Microsoft may hold and support user data in its data centres located around the world.
How is the data used?	Microsoft will **only** use the information it holds to provide the services to the school. It will **not** use it for other purposes such as marketing activities or analysing student use of the services.
Is the data secure?	Physical data centre access is restricted to authorised personnel. Microsoft personnel can only access user data in extremely limited circumstances and are subject to rigorous approval and oversight.
When is the data deleted?	Microsoft will remove all user and associated data from its system when the Department removes a user account from the system. If the Department and Microsoft agreement end, Microsoft will provide access to the data for 60* days and then delete all the information.
How is the data disclosed?	Microsoft will only disclose information to other parties where needed to provide the services or where required by law.

What it is

Office 365 is an internet-based service delivered by Microsoft for **educational purposes only**. It provides students access to email, calendar, blogging, document sharing and video-conferencing facilities from school and home.

What it is not

Office 365 is **not** for student records. Office 365 is **not** to be used for your child's personal activities and must be used in accordance with their school's Acceptable Use Agreement.

Protecting student information in Office 365

Before deciding to use the services, the Department undertook a privacy and security risk assessment and has an arrangement with Microsoft that sets out how the information will be protected. The arrangement means that:

- Ownership of user data rests at all times with users, not Microsoft.
- Microsoft will meet stringent international standards widely acknowledged as the benchmark for providers of Online Services.

Office 365 for Education Policy

Microsoft Office 365 Privacy Information

- **Microsoft Office 365 Terms and Conditions**
  https://www.microsoft.com/en-us/licensing/product-licensing/products.aspx

- **Further information on how Microsoft protects privacy:**

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http://office.microsoft.com/en-us/business/office-365-trust-center-cloud-computing-security-FX103030390.aspx.

- **Frequently asked questions:**
http://office.microsoft.com/en-us/business/office-365-trust-center-top-10-trust-tenets-cloud-security-and-privacy-FX104029824.aspx.

Safe Use of Office 365

How can you make sure that your child can use Office 365 safely?

Microsoft Office 365 offers your child:

- **Microsoft Exchange:** Email, use the calendar and set meetings with anyone with an email address.
- **Lync:** Talk online to other students, using instant messages, voice chat and video chat.
- **SharePoint:** Access school intranet and class site anywhere anytime.
- **OneDrive for Business:** Share documents with other students and teachers.
- **Microsoft Office:** Complete class work and assignments using Word, Excel, PowerPoint and OneNote.
- **Yammer:** Post pictures, post comments and chat with other students and teachers.
- **Office Video:** Post videos to all Victorian school students.

To ensure a safe experience, your child:

SHOULD NOT

- ✗ Make friends with strangers online
- ✗ Talk about where he/she is or share telephone numbers anywhere online
- ✗ Share his/her passwords
- ✗ Post, save or share anything about his/her and other people's private information
- ✗ Bully others online
- ✗ Put up with cyber-bullying

SHOULD

- ✓ Think before putting anything online
- ✓ Use apps for school work only
- ✓ Learn that not everything on the Internet is true
- ✓ Know what to do if he/she is being bullied
- ✓ Learn that information on school apps can be seen by other people

How you can help:

- ✓ Remind your child of his/her SHOULD and SHOULD NOTs
- ✓ Talk about your child's online activity, just like school and sports
- ✓ Teach your child what other people should not be saying to them
- ✓ Know who your child interacts with
- ✓ Supervise your child's access when not at school
- ✓ Make sure your child knows that it is safe to come and talk to you
- ✓ Remind your child that all his/her school apps are monitored by teachers and principals
- ✓ Contact the school if you suspect that something is wrong

Office 365 for Education Policy

Information for Parents

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Office 365

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and our school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.

What information needs to be collected?
- Name, year level, home group and school.
- Student's Department username and password.

Why is this information needed?
- To control access to the online services.
- To prevent unauthorised access to student's work.

When could this information be accessed by others?
- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Sharepoint
- Microsoft Teams
- Sway
- Exchange
- One Drive

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:

https://products.office.com/en-au/student/office-in-education

What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in in Victoria and New South Wales.

Office 365 for Education Policy

How can you help protect your student's information?

Whilst our school will only provide the student's Department username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. Remind them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

Please note that Microsoft will never contact you or your child directly. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.

✔ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✘ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Any other personal information that may identify individuals

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Office 365 Opt-Out Form

If upon considering the above information you have questions or concerns please contact your child's classroom teacher. **You do not need to do anything** for your child to have access to this service.

I **DO NOT** wish for my child to have access to Office 365 and understand that alternative arrangements for allocating work will be made. ☐

Student Name: _____

Home room: _____

Date: _____

Parent / Guardian Signature: _____

Parent / Guardian Name: _____

A copy of the *Watsonia North Primary School Privacy Policy* is available @ http://www.wats-north.vic.edu.au

Office 365 for Education Policy

Applications

DIGITAL LEARNING POLICY
(Internet, Social Media, Digital Devices)

There are a number of applications deployed by our school; however, we have provided the opportunity for you to select the most appropriate services. Please see below a brief description of each service. Details have been verified against the Victorian Government discussion paper on cloud computing in the public sector:

| Services	Description	Benefits to Your Child	Things You Need to Be Aware of
Exchange Online / Email for Students	This includes email, calendar, contacts, 50GB mailboxes.	✓ More storage space ✓ Easy search of staff and students from the same school	❗ Your child can send and receive emails from any student or teacher.
SharePoint Online	SharePoint supports announcements, tasks, calendar, blogs, wikis and document/picture libraries.	✓ Support your child's access to the school portal and class sites for a range of collaborative activities ✓ Your child's access is restricted to their class and school	
OneDrive for Business	This provides online storage in the cloud. Files can be shared with staff and students as needed.	✓ 1 terabyte (TB) storage ✓ Your child can jointly write and edit documents with other students	❗ Your child may share documents with students and staff from other schools
Office Web Apps	Web-based Word, OneNote, PowerPoint and Excel.	✓ Enables your child to create and edit Word, OneNote, PowerPoint and Excel documents with any modern browser	
Office Video	Office Video provides schools with a destination for posting, sharing and discovering video content.	✓ Promotes knowledge sharing ✓ Provides channels to school activities	

Office 365 for Education Policy

Required Roles for schools using Department brokered ICT online services

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The school Principal will hold the role of Privacy Officer for the school. In addition, our school has assigned appropriate staff to the following roles:
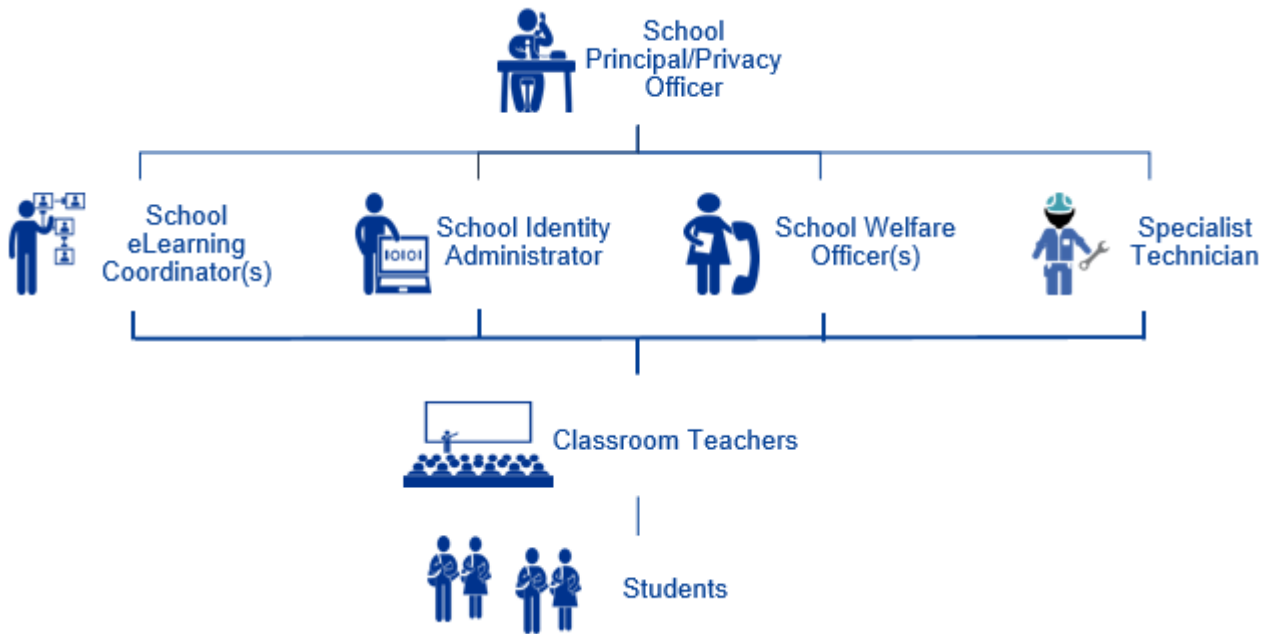
School eLearning Coordinator(s)

Responsible for:
1. Monitoring online activity, helping to protect students and preventing inappropriate behaviour. Practically, this may include moderating content posted to blogs, discussion forums etc.
2. Managing the parent/guardian consent form process and liaising with parents/guardians as and where required in relation to the Department brokered ICT online services and the consent process.
3. Acting as a single point of contact for the Department brokered ICT online services within and outside the school (e.g. with the Department).
4. Authorising the Department-provided Specialist Technician to provide students (and staff) access to Department brokered ICT online services upon receipt of signed parent/guardian consent forms.
5. Ensuring access to Department brokered ICT online services is not provided to a student where parent/guardian consent has not been provided (or has been subsequently withdrawn).

Office 365 for Education Policy

School eLearning Coordinator(s)- *continued)*
6. Ensuring awareness that no sensitive or administrative student information is to be posted to Department brokered ICT online services (for example, student addresses, telephone numbers, medical details, etc.). Information such as student names and schoolwork

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(which may include photographs and recordings) can be posted on Department brokered ICT online services upon receipt of the parent/guardian consent forms.

7. Enacting the school's privacy complaint handling process in the event of a privacy complaint (e.g. sensitive information inadvertently stored in Department brokered ICT online services). Reference the *Information Privacy Policy.*

8. Managing the school SharePoint Online site, with elevated permissions above a normal school staff.

School Identity Administrator:

Responsible for managing student identity via the school Identity Administrator interface. This includes:

1. Generating welcome letters and/or resetting passwords.
2. Re-enabling and/or unlocking student accounts.
3. Assisting students in first use.

School Identity Administrator Interface: https://idam.education.vic.gov.au/da
School Identity User Guide: https://edugate.eduweb.vic.gov.au/olt/idam/Documents/

Please note that this role may be allocated to the Specialist Technician at the discretion of the School Principal.

School Welfare Point of Contact(s):

The school's Assistant Principals will be responsible for receiving and actioning emails from students or staff provided via the 'Report Abuse' facility or any other means if required.

Specialist Technician:

The Department provided specialist technician will be responsible for providing technical support for the use of Department brokered ICT online services, including:

1. First-line technical support in all cases (access, connection, device issues).
2. Ensuring all participating students and staff have access to the following software titles.
   o Windows: Microsoft Office 2013 (including Lync, OneNote and OneDrive Pro)
   o Mac OS: Microsoft Office 2011 (including Outlook)
   o iOS: Mail, Calendar, OneDrive Pro, NewsFeed.
3. Ensuring staff and student devices are configured to connect to the Department brokered ICT online services, including in accordance with Department provided instructions.
4. Use of online service self-help resources and Department provided support resources where required.

Office 365 for Education Policy

Classroom Teachers are responsible for:
1. Exploring the use of Department brokered ICT online services to support teaching and learning.
2. Advocating safe and responsible use.
3. Moderating content posted to blogs, discussion forums, etc.
4. Supervising access to Department brokered ICT online services during class.

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5. Ensuring students know how to report inappropriate use or abuse.
6. Implementing actions for inappropriate use per existing school policy and procedures.

Students are responsible for their behaviour as outlined in the Student Acceptable Use Agreement. The main themes of this agreement are:

1. communicating respectfully.
2. protecting personal information.
3. looking after yourself and others.

The Department provides additional guidance at the following link - *Acceptable Use Agreement.*

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