Christ Our Holy Redeemer Primary School Digital Devices, Internet & Digital Media Student Code of Conduct

Christ Our Holy Redeemer Primary School's computer facilities are provided to allow for students and staff to access and use a variety of computer hardware (*including ipads, laptops, desktops, chromebooks, interactive TV's and cameras*), software and information sources, including the internet, email, Google Workspace (Drive/ GMail/Classroom/Meet), and social media (school app Flexibuzz, Seesaw, Canva and Twitter). These facilities are provided to further the Educational Goals of the school community, through access to unique resources and opportunities for collaborative work.

As the internet also gives us access to inaccurate information, unsuitable material, plagiarism and contravention of copyright, it is important to have strategies in place to deal with these. Whilst our filtering software keeps most unwanted sites from our computers, it is impossible for the school to restrict access to all controversial materials.   Students will continually be educated in ways to deal with these issues and Cyber-Safety and Digital Citizenship is covered throughout the whole year by all staff. Students will continue to learn how to be responsible citizens by respecting and protecting others and themselves and being aware of the rules around copyright and plagiarism.

At COHR, access to the internet by students will be supervised by teachers and it will be for educational purposes only. Inappropriate use of these facilities may result in suspension of access. Parents must also understand that children's computer activities at home should always be supervised and this will support the school with encouraging cyber-safe behaviours.

The purpose of these guidelines is to ensure that students of Christ Our Holy Redeemer School who use the computers and internet do so in a safe, legal and responsible way.

By accepting this agreement you are giving permission for your child to use online tools approved and supervised by all teachers including, but not limited to: Google Workspace (Drive /Email /Classroom/ Meet), Google Sites, Blogs, Canva, Flipgrid, SeeSaw and other educational apps.

What is G Suite for Education?
Google Apps is a service providing several Google products under a custom domain name, in our case @cohroakeast.catholic.edu.au. Our school retains administrative powers and can monitor as well as customise which services are available to students and staff. It features several web applications with similar functionality to office suites, including Drive, Documents, Presentations, Spreadsheets, Sites and gmail. Files are stored in the 'cloud' and due to Google's size, may be stored in servers outside of Australia. Christ Our Holy Redeemer retains ownership of all files/data stored in the cloud. More information can be found at: http://www.google.com/about/datacenters/inside/locations/index.html
 For more information on Google's privacy policy for education please visit **www.google.com/edu/trust**

Please sign the User Agreement with your child which is valid from February 2021 until February 2022 and return to school asap.

A copy of this Code of Conduct can be accessed on our school website

We use the school equipment and internet to enhance our learning at COHR in 2021

Respect and Protect Equipment

I will ensure that

- I take great care with all computer equipment
- I will not alter or change the computer screen display, background or move programs
- I will only use the computers if a staff member is present in the room
- I will walk carefully whilst carrying mobile devices with two hands and the lid closed
- I will contribute to putting all devices away neatly and in their numbered trays or trolleys
- I understand that the use of electronic devices is a privilege not a right
- I understand that my inappropriate use of school equipment will result in the loss of this privilege

Respect and Protect Others

I will ensure that

- I will not access, alter or delete another person's file, online material or device
- All messages I send online will be polite and sensible and include no silly images
- I will use correct grammar and spelling when communicating online and remember to use punctuation. I will not use text talk such as 'thanx' or 'gr8' or emojis
- I will not use the internet, email, Google comment/chat box, class SeeSaw to tease or bully another person
- I will not use the 'chat box' or 'comment' section in Google Workspace for personal chats whilst working on school work

Respect and Protect Copyright

I will ensure that

- I will copy and paste the website address of any text or images I use
- I will seek permission from students and teachers involved before taking photos, recording sound or videoing them

Respect and Protect Myself

I will ensure that

- I will only use my own username and password, which I will not tell any other student
- My behaviour in class when using the internet will be responsible, respectful, positive & safe
- I will access appropriate information which is relevant to my work. If an inappropriate site comes up I will immediately fold the lid down and tell the teacher
- I will ask permission before printing
- I will save my work in my own folder/drive or in the appropriate class folder/drive
- I will not bring any of my own devices and connect them to the school devices
- I will only email people I know, or people the school has approved for school based tasks and communication
- I will not type in any website address to access games or programs without teacher direction
- When sending email, posting a comment or submitting a social media post I will not give my email address, home address or phone number, or arrange to meet someone
- If I see anything I am unhappy with or I receive a message I do not like, I will tell a staff member immediately
- I know that the school may check my drive and may monitor my history of the Internet sites I visit
- I understand that if I deliberately break these rules, I may be stopped from using the computers or internet
- I understand that I cannot download any programs, apps, extensions or go to the 'webstore'
- I will not respond to any online ads, competitions or scams
- I will only access games and activities through the class blog and apps or chrome extensions that have been approved
- I will not use my school google email address to subscribe to YouTube or other sites

I agree to follow the above expectations and am aware that breaking them will result in loss of my privilege to use the computer facilities and the Internet

Student Name: _____   Student's Signature: _____

Parent's Signature: _____   Teacher's Signature:_____
Feb 2021/2022