ST JAMES
THE APOSTLE
CATHOLIC PRIMARY SCHOOL

Learning with strength and in gentleness

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Be a responsible user of technology
Online etiquette and expectations for students

Dear learner,

This term begins in a very different way. I will miss not being able to greet you in your learning community or the playground. We are all working together to help stop the spread of the coronavirus, COVID-19, and this means those learners who can stay at home must do so. Some learners will need to attend school because the adults in their family work in essential services. If learners must come to school they will be doing the same learning that you are doing. All the staff have been working together to enable learning to happen during this time. As we commence the Home Learning Program at St James the Apostle we need to remember that this a new method of learning for all and so we are all learners.

This is a long letter but it covers many of the questions you may have about the new process.

Learning tasks will be placed on Seesaw (Years Prep-2) or Google Classroom (Years 3-6) by 9am each day.

Let us be understanding, tolerant and respectful of each other as we work in partnership through this process. We ask you to remember that what applies in your learning space at school also applies online in terms of your behaviour, participation and completion of work. Our Student ICT Usage Policy reminds us that we always treat one another with dignity and respect.

When using digital tools, I agree to be...

Respectful by:
- Treating all ICT resources, including the desks and chairs in the ICT Lab, with care.
- Not interfering with the security of the School Network or online spaces or the data of any other user.
- Fully acknowledging the creator and publisher of any material that I find and use online.
- Not taking other people's online work and pretending that it is my own.
- Respecting the e-mail privacy of others.
- Composing e-mail messages using appropriate language and ensure that any e-mail I send shows that I am a *positive ambassador* for my School.
- Not participating in online bullying, including forwarding messages or supporting others in inappropriate or hurtful online behaviour.

Responsible by:
- Only using the School Network, networked devices and ICT tools with permission and/or supervision.
- Not using the Internet to engage in illegal activities, such as downloading copyrighted media or hacking.
- Not responding to any e-mails or 'pop ups' that are unpleasant or that make me feel uncomfortable in any way.
- Reporting a student's unsafe, harmful, inappropriate or hurtful online behaviour to a staff member.
- Ensuring that work I complete online is shared with the right people, including a teacher.
  - Adhering to the age restrictions placed on apps and ICT tools by their publishers.

Safe by:
- Keeping my log in information, usernames or passwords to myself
- and not sharing them with others.
- Using the log in details assigned to me when accessing the School Network, online spaces or Internet.
- Immediately closing a display and informing the teacher if there is content that makes me uncomfortable.
- Not sharing my personal information, such as my full name, address, telephone number or photographs, online.
- Not sharing the personal information and photographs of others online.

A learner by:
- Not bringing or downloading unauthorised software, including games, to the School or running them on the School Network.
- Only accessing appropriate information when using the Internet, which is relevant to the work I am completing.
- Only sending e-mails to other students and teachers and negotiating with a teacher to send e-mail externally.

éSmart
Smart. Safe. Responsible.

Online etiquette and expectations for students

1. You are still attending school
- It is expected that your appearance and neat, casual dress would be the same as on a 'uniform free' day. For example, comb your hair, no PJs.
- Clothing must not have inappropriate language or offensive imagery. T-shirts and tops should have sleeves and not be revealing.

2 Open and appropriate spaces for learning
- You should only engage in audio and video sessions from an open, quiet and appropriate space outside of your bedroom.
- Minimise what is behind you - a blank wall is preferable.
- Household members running around in the background are distracting and will disrupt learning for all. Maybe you could create a sign letting household members know that you are currently in an online session.
- Check that your video and audio work correctly – use a microphone headset if you have one.
- Be prepared by completing any pre-session tasks your teacher has set.

3. Communication during online sessions
- Use appropriate language when communicating (speaking/writing messages) online with your teachers and other learners.
- Behave in a way that meets our school behaviour expectations.
- The tone of your language needs to be appropriate to the task and lesson you are completing. This is no different to a normal learning space.
- Do not have other programs, games, apps etc. running in the background, unless directed by your teacher to do so.
- Be on time in joining the online session.
- Make sure any notes and other resources are accessible.
- Mute your microphone prior to commencing the session and activate as required.
- Be prepared to participate in the online session through audio and other means.

- Note any questions that you might have during the session and wait for the designated question and answer time, unless otherwise stipulated by your teacher.
- Remain calm: if you experience a technology fail or feel frustrated, be patient with yourself and your teacher. This is new. Everyone is adjusting. You may need to shut the program down and start again.

4. Online safety
a. Planning for safety
- Ensure your parents and family are aware of the school expectations when working online.
- Talk with your parents and develop family expectations for screen time, sharing working spaces, using security controls and boundaries for social media use.
- Refer to the [Top 5 online safety tips for kids](#) and consider developing a personal safety plan. Discuss and share this with your family.
- Use only credible sources for content searches online.

b. What to do if you feel unsafe online
- If you feel unsafe online or an incident occurs, stay calm and don't try to deal with the situation alone.
- Let your parents/carers, teacher or other adult know as soon as possible. They will be able to assist you to report the incident following school procedures or by [making a report](#) to the [eSafety Commissioner.](#)

c. Respectful online participation for learning and wellbeing
- All video, chat and direct messages will be monitored. Please remember to act within school expectations.
- Whatever goes online, stays online. Take pride in yourself as a member of the St James the Apostle community.
- **You must not:**
    - re-post a message that was sent to you privately, without the permission of the sender.
    - take or distribute photos, sound or video recordings of anyone connected to St James the Apostle or other people, including background figures and voices, without their express written permission.
    - upload/post/email images, video or sound, containing members of St James the Apostle staff and students onto social media platforms (e.g. Snapchat, TikTok, Facebook, YouTube) or any other website or app, without their authorisation and the authorisation of St James the Apostle.
    - make deliberate attempts to disrupt other people's use of ICT.
    - make a request or respond to a request from teachers and other school staff to be 'friends' on social media.

5. Privacy
Our school's [Student ICT Usage Policy](#) requires you to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

St James the Apostle Primary School stresses that you take responsibility for the security of your device (e.g. computer, iPad, phone) and not allow it to be used by an unauthorised party.

All online communication on Google Hangout (Chat or Meet) or Google Classroom will be recorded

6. Tech Support
If you have any difficulties you can contact Michael Polh (mpolh@sjhcn.catholic.edu.au) for assistance.

7. Connection to your Catholic school

Some of the most special times for learners at St James the Apostle School are the celebrations. These include, Masses and liturgies, social justice initiatives, environmental projects, daily prayer time, and fundraisers for a range of good causes. Our school will continue to find creative ways of keeping you connected to this rich part of your school life.

You probably have lots of questions. That's okay. We will continue to work closely with your family to support you.

We are keeping you and your family in our prayers.

Take care,

Mary Abbott
Principal