



## STUDENTS ONLINE IN PUBLIC SCHOOLS & MOBILE PHONE POLICY

### INTRODUCTION

Moorine Rock Primary School provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

While every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

The Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. ([www.foi.wa.gov.au](http://www.foi.wa.gov.au))

General internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/iparent](http://www.esafety.gov.au/iparent)).

### STUDENT USE

All students have access to a laptop, Ipad, mouse and headphones. All students will use a USB to save their documents. Each student must supply and be responsible for their own USB.

### DEFINITIONS

Mobile phones: includes:

- Smart Watches
- Other electronic communication devices
- Associated listening accessories such as but not limited to headphones and ear buds.
- "Off and away all day" includes before school and at break times

### MOBILE PHONES

The Department of Education does not permit student use of mobile phones in public schools unless or medical or teacher directed educational purpose. It is important to note that it is not a requirement at Moorine Rock Primary School for students to have a mobile phone at school. Moorine Rock Primary School recognizes that an increasing number of parents/carers who for safety, security

and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Moorine Rock Primary School.

### **CONDITIONS OF USE**

- The use of mobile phones for all students will be banned from the time they arrive at school to the conclusion of the school day- “off and away all day”. This includes before school and at break times. Students **are not** permitted to have mobile phones in their possession during the school day.
- Mobile phones must be switched off and taken to the administration office before the school day begins and collected at the end of the school day. Students will need to sign in and out their mobile phones at the administration office. Moorine Rock Primary School will securely store student mobile phones during the school day.

### **EXEMPTIONS AND COMMUNICATION**

Exemptions to this ban include where a student requires a mobile phone:

- To monitor a health condition as part of a school approved documented health care plan;
- Under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.
- Smart watches must be in ‘aeroplane mode’ so phone calls and messages cannot be sent or received during the school day.
- While at Moorine Rock Primary School, students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school’s administration.

### **BREACHES OF THIS POLICY**

- Breaches of this policy will be managed in accordance with the *School Behaviour Management Policy and Procedures*.
- Students who do not comply with this policy will have their mobile phone confiscated and held at the administration office. The parent/carer will be informed and requested to collect the mobile phone at their earliest convenience.

*For the purposes of this policy, ‘mobile phones’ includes smart watches and associated listening accessories, such as, but not limited to, headphones and ear buds.*

This course of action has been endorsed by the School Council and school staff as a means of ensuring that the focus of students, at this school, remains one of academic success.

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Sarah Perrett  
Principal

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Amanda Eiffler  
School Council Chair

Endorsed by School Council 12<sup>th</sup> November 2019

Dear Parents and Care Givers,

### **Permission for students to have an online services account**

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

I am writing to seek approval for your child to be given access to these online services. The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form (Appendix 1 and/or 2) and complete the permission slip attached to this letter. Please explain the content of the *Acceptable Use Agreement* to your child before the permission slip is signed.

**Both forms should be returned to school** so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. ([www.foi.wa.gov.au](http://www.foi.wa.gov.au))

You should also be aware that general internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/iparent](http://www.esafety.gov.au/iparent)).

Yours sincerely,

Lauren Suttie

Principal



**APPENDIX 1: ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS K-2)**

I agree to follow the online rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students
- I will not let other people logon and/or use my online account
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet
- I will take care when using the computer equipment
- I will let my teacher know when damage has occurred to school property
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- If I use the Internet or my online account in a way that I should not, then I may not be able to use these in the future.
- I may be liable for misuse of the computer and the police may be contacted.

<p><b>Name of student:</b> _____</p> <p><b>Signature of parent:</b> _____      <b>Date:</b> _____</p>
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Office use only: Date processed:    /    /

Processed by (initials):

## APPENDIX 2: ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 3-6)

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students
- I will not let other people logon and/or use my online account
- I will tell my teacher if I think someone is using my online account
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services
- I will use appropriate language in all internet communications
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services I may be held liable and the principal may take further action.

**Name of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office use only: Date processed: / /

Processed by (initials):

### APPENDIX 3: PERMISSION TO PUBLISH IMAGES OF STUDENTS AND STUDENTS' WORK

Dear Parents and Care Givers,

Your permission is sought for the school to publish video or photographic images and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.) and third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however there will be occasions when you child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school by Week 3, Term 1. Once signed, the consent will remain effective until such time as you advise the school otherwise.

#### **CONSENT FORM**

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the following ways:

- |   |         |
|---|---------|
| 1. Moorine Rock Primary School Newsletter   | YES/ NO |
| 2. Moorine Rock Primary School website  | YES/NO  |
| 3. Local school newsletters, Crosswords paper, displays at local events (e.g. Yilgarn Show) | YES/ NO |
| 4. Any newspaper, (The Phoenix, West Australian and any other media outlet).                | YES/ NO |
| 5. Department of Education intranet and/or internet   | YES/ NO |
| 6. Department of Education Facebook/twitter pages   | YES/ NO |
| 7. Wheatbelt Police Facebook/Twitter pages  | YES/ NO |

**IMPORTANT:** I understand that while the school and the Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet (e.g. shared through social media such as Facebook, YouTube, etc.). I understand that once my child's information has been published on the internet the school and the Department of Education have no control over its subsequent use and disclosure. I understand that

I can withdraw this permission at any time by contacting the school or Department in writing; however this will not affect materials that have already been published and disseminated.

**Name of student:** \_\_\_\_\_ **Form / Class:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent/care giver:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## APPENDIX 4: REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES

Dear Parents and Care Givers,

The following this part services are being used in our school. These services requires us to share some personal information about your child and require you to provide consent for each service before we do so.

Please contact the school if you have any queries.

- 1. Name of Service:** Sponsor-Ed (Moorine Rock PS School website) <https://www.moorinerockps.wa.edu.au/> <https://www.sponsor-ed.com.au/page/298>

**Type of Service:** A resource used to publicise and promote the school

**What do I need to know:**

Information Provided: student name, school, class

How the information is used: Enables communication between school, parents and community.

Where the information is stored: Australia

**What do I need to know:**

Privacy Policy: <https://www.sponsor-ed.com.au/page/215/Privacy-Policy>
- 2. Name of Service:** Education Services Australia <https://www.ella.edu.au/>

**Type of Service:** A resource used to support K-2 students' learning in Indonesian

**What do I need to know:**

Information Provided: student name, school, class

How the information is used: Enables students to participate in online Indonesian activities

Where the information is stored: Australia

**What do I need to know:**

Privacy Policy: <https://www.ella.edu.au/privacy-policy/>
- 3. Name of Service:** Teach Your Monster to Read <https://www.teachyourmonstertoread.com/>

**Type of Service:** A resource used to support students' reading in K-2

**What do I need to know:**

Information Provided: student name, school, class

How the information is used: Enables students to participate in online literacy activities and assessments

Where the information is stored: EU & outside EU

**What do I need to know:**

Terms of Use: <https://www.teachyourmonstertoread.com/legals>

Privacy Policy: <https://www.teachyourmonstertoread.com/privacy-policy>

<p><b>Name</b> Fotoworks  <a href="https://www.fotoworks.com.au">https://www.fotoworks.com.au</a></p>	<p><b>Category</b> School Photography</p>	<p><b>Information provided:</b> Student name, student email, address (optional), phone number (optional), school, class details, school year and profile or other photos (headshot).  <b>How the information is used:</b> To provide class/sibling photographs.  <b>Where the information is stored:</b> Australia</p>	<p><b>Terms of Use / Privacy Policy</b> <a href="https://www.fotoworks.com.au/privacy">https://www.fotoworks.com.au/privacy</a></p>	<p><b>Consent Status</b>  <input type="checkbox"/> Consent  <input type="checkbox"/> Do not Consent</p>
<p><b>Name</b> Mathletics  <a href="https://www.mathletics.com/au/">https://www.mathletics.com/au/</a></p>	<p><b>Category</b> Teaching and learning</p>	<p><b>Information provided:</b> Student name, school, student email, student password, class details, student work and student performance.  <b>How the information is used:</b> Provides students with access to online maths learning tool and online maths competitions.  <b>Where the information is stored:</b> Australia, India and U.S.A.</p>	<p><b>Terms of Use / Privacy Policy</b> <a href="http://www.3plearning.com/privacy/">http://www.3plearning.com/privacy/</a>  <a href="https://www.3plearning.com/terms/">https://www.3plearning.com/terms/</a></p>	<p><b>Consent Status</b>  <input type="checkbox"/> Consent  <input type="checkbox"/> Do not Consent</p>
<p><b>Name</b> Reading eggs  <a href="https://readingeggs.com.au">https://readingeggs.com.au</a></p>	<p><b>Category</b> Teaching and learning</p>	<p><b>Information provided:</b> Student Username and password, student name, student email, school, class details, school year and student work.  <b>How the information is used:</b> Learning resource supports your child's learn to read journey with carefully designed online reading games and activities that are easy to follow, self-paced, and highly engaging for young children.  <b>Where the information is stored:</b> USA</p>	<p><b>Terms of Use / Privacy Policy</b>  <a href="https://readingeggs.com.au/privacy">https://readingeggs.com.au/privacy</a>  <a href="https://readingeggs.com.au/terms">https://readingeggs.com.au/terms</a></p>	<p><b>Consent Status</b>  <input type="checkbox"/> Consent  <input type="checkbox"/> Do not Consent</p>

I have read the terms of use and privacy policy for each of the websites listed. I understand that my child's personal information, as described above will be provided to these third party service providers for the purpose of my child's education and that this information may be stored outside of Australia.

I consent to my child's information being provided, if required to each of the above service providers until the end of Year 6 of his/her schooling at Moorine Rock Primary School.

**Name of parent/care giver:** \_\_\_\_\_

**Signature of parent/care giver:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Student Year Level:** \_\_\_\_\_