

Google Apps for Education & Primary – Acceptable Use of ICT – Code of Practice for Students

Dear parent or guardian,

Turner School is committed to providing a technology rich environment for our students as our community believes the use of Information and Communication Technology (ICT) is fundamental in assisting teaching and learning in all areas of the school curriculum.

Google Apps for Education (GAfE) is a core suite of productivity applications that Google offers to schools and educational institutions for free. It is designed to provide opportunities for students to research and create in authentic contexts, collaborate, communicate, cloud based data storage as well as organisational tools such as calendars. It allows the opportunity for real-time feedback from both peers and the classroom teacher. Google Apps for Education can be accessed on any device both in the classroom and the home.

We have utilised Google Apps for Education in our 3/4 and 5/6 classes for a number of years and expanded this to a small introduction in 1/2 classes in 2020. Google Apps for Education is embedded in numerous public schools K-6 across the ACT. Our two closest public high schools, Lyneham High and Campbell High both use Google Apps for Education.

As part of the Google Apps for Education package, we will be provided with a new student email service. This email service is hosted on our SchoolsNET domain, enabling better security and oversight.

In order to provide the service, Google Apps for Education requires some personal information of students. That information will be stored in a location outside of the Education and Training Directorate; therefore we seek your consent to provide access to your child. The Student Privacy Information sheets can be found at www.education.act.gov.au, the sheets provide clear information on any student data that may be collected by these services, how the data is stored, used and deleted.

Should you choose to not give permission for your child to use Google Apps for Education your child will be in no way disadvantaged. Our teachers will always ensure that suitable alternatives are available.

Please consider the information carefully and return the note to the school's front office on Condamine Street as soon as possible. We are excited by the opportunities that adopting Google Apps for Education provides for Turner and look forward to continuing its use in our 2024 classrooms.

If you have any questions regarding Google Apps for Education or the use of digital technologies within our school, please don't hesitate to contact the school on 6142 2430.

Yours Sincerely,



Allison Edmonds
Principal

Google Apps for Education permission form

Student's name: _____ Year Level: _____

I, consent ☐ / do not consent ☐ to the use of **Google Apps for Education** for my child.

I acknowledge that my child must act in accordance with the Acceptable Use of ICT Agreement when using Education and Training Directorate systems, including the use of the Directorate's systems outside of the school.

Parent or Guardian's Name: _____ Signature: _____

Date: _____

Primary – Acceptable Use of ICT – Code of Practice for Students

This code of practice was developed for students of Turner School and is consistent with the Departments Communities Online Policy. All parents and students will need to read and sign this document before utilising the school ICT equipment.

- I will use the school computers for school work only and only as directed by my teachers.
- I will be courteous and use appropriate language when communicating to others.
- I will ask my teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate.
- I will not use the school computer facilities for illegal or dishonest purposes.
- I will not copy software programs on school computers, or copy material, graphics or music owned by others without their permission.
- I will not send, produce, show or search for things that might upset others.
- I will not intentionally create congestion or disrupt the school computer equipment.
- I will not tell other people my password or leave the computer logged in when leaving the room.
- I will not send photographs or publish full names or personal details of others or myself to unknown people without permission.
- I will not send email to users outside of this school unless the teacher approves it.
- I understand that the school records where I have gone on the Internet

I understand that not following this Code of Practice may lead to loss of internet, email or networks access for a period of time determined by the Principal.

Student Declaration

Students of Turner School may access the Internet and Email after signing the following declaration.

I declare that I have read and/ or understand the Student Code of Practice for Turner School.

Student's Surname: _____ Given Name: _____

Academic Year: _____ Class: _____ Signature: _____ Date: ____/____/____

Parent Permission

I agree to _____ (name of student) using the internet and email at the school for educational purposes in accordance with the Student Agreement above.

I understand that all possible steps will be taken in the school to minimise risk of exposure to unsuitable material.
I have read the Student Code of Practice and have discussed the information contained with my child.

I agree to my child having access to: (please tick)

Internet (WWW) ☐ Internal (school) Email ☐

Parent/Guardian (Name printed): _____

Signature: _____ Date: ____/____/____