

Dear Parents and Carers,

Education of your children has always been a partnership between school and home. Information Communication Technology (ICT) has become a tool for learning which has been used by teachers to assist students in researching, presenting, sharing their work and practising skills. ICT until now has been used at school only when directed and supervised by teachers. As we prepare for remote learning for the start of term two, there will be two significant changes in using ICT as a learning tool for our students.

Firstly, during remote learning ICT will be the main form of communication between teachers, their students and parents and carers. Using computers, chrome books, iPads or video conferencing, teachers will be setting learning tasks, assessing student work, giving feedback and communicating regularly with their students.

Secondly, during remote learning parents and carers will be supervising their children's use of ICT. In supervising ICT you will need to determine where and when devices can be used by your children, as well as supervising ICT content to ensure your children are safe while online. We thank you for your support as we continue the partnership between school and home in these different times.

All students and parents are requested to refer to the following website, <https://www.esafety.gov.au/kids> , and to read and discuss all the ICT protocols listed below on the following pages.

*Kind regards*  
*Kerrie Blain and David Binan*

**ICT use at home to support remote learning:** Your children students must always remember:

- to use and interact with all provided and suggested sites and platforms appropriately and sensibly reflecting on the fact students are representing Telopea Park School/ Lycée franco-australien de Canberra
- when interacting online with other students, LSAs, specialists and classroom teachers, students must always remember and use our school values of

**Respect**  
**Cooperation**  
**Honesty**  
**Fairness**

- that the online platform is a classroom and students must follow appropriate online protocol
- to observe rules during a live exchange session (switching video / microphone ON/OFF)

**It is important to remember:**

- Teachers have the expectation that each student will make every reasonable effort to attempt and complete tasks presented to them, and communicate promptly any issues or difficulties that may arise
- Students will act responsibly and safely, when working online
- When using a school device, appropriate care is taken
- Parents and carers have the duty of care to ensure that their child/ren is/are adhering to these protocols and behaving in a respectful, safe and responsible manner at all times
- If students behave inappropriately or disrespectfully, and do not adhere to these protocols they will incur consequences.

## Student Protocol, K-10

### Caring for our devices we will:

- wash our hands before using devices
- not eat or drink near our device
- store the device safely when not in use
- use the device at a table
- charge our iPad / Chromebook every night.

### Being ready for learning we will:

- Be ready by 9.00 a.m. and dress appropriately
- Be in an open, quiet space and have an adult nearby when using the device

### To learn well we will:

- have at least 8 hours sleep every night
- stay on the pages that we need for our online learning and not be distracted by other pages/links
- participate respectfully in video sessions and following classroom expectations
- make every effort to comment about our learning
- strive to be positive, and use kind words
- ask questions if we are unsure
- attempt all work /tasks and try our best
- when in a group call, keep the device on mute until we are asked to share
- ensure when answering or commenting on a stream, we stay on the topic

### To be safe online:

- some video conferences may be recorded
- talk to mum /dad /adult if something happens or a message comes up on our device that we are not sure of, or how to respond
- If you feel uncomfortable with something you see or hear online, you will tell your teacher, parents or another trusted adult

### Online learning protocol:

As participants of the Telopea Park School online learning community, students and teachers agree to follow the online learning protocol.

### At-Home organisation: students will need to:

- access Google Classroom of the subjects according to the timetable
- for Kindergarten to Year 2 – access Class Dojo every morning
- make every effort to be available for scheduled weekly “meet” times which will be communicated to them prior to their meeting

### ACT Education Directorate:

#### Acceptable Use of Information Communication Technology (Chromebooks)

#### Expectations for students

##### Do:

- Follow the **Instructions** on how you must **care for a Chromebook**
- Use Chromebooks for school learning only and as directed by your Teacher or parent/carer
- Be respectful to others when online – posts must be school related and use appropriate language. Respond positively to posts from others
- Only use materials from external websites with the permission of your teacher or parents/carers
- Inform your teacher if someone accesses your Chromebook account

### Don't:

- Do not provide personal passwords or usernames to others – students are responsible for all use in their accounts
- Do not share personal information on Chromebooks – e.g. phone numbers, addresses, personal photos
- Do not copy software programs on Chromebooks, or copy any other materials without appropriate permissions

### Remember:

- Our school and the ACT Education Directorate receives information about students' Chromebook use
- If you see or receive anything on your Chromebook that is not respectful, is not school related, or makes you feel uncomfortable report it to your teacher or parent/carer OR report it using the Cyber Safety Button on the Digital Backpack.
- **Not following the School's Chromebook care instructions and expectations may lead to the loss of access to a Chromebook for a period of time determined by the Principal**

### Contacts

- For subject specific questions and or clarifications contact class teacher through Google Classroom
- For IT issues email your Classroom teachers (K-6) Contact Group teacher (7-10)  
([first.name.surname@ed.act.edu.au](mailto:first.name.surname@ed.act.edu.au))

### Secondary Students :

Are encouraged to contact a **Student Services** team member for support when needed:

Student Welfare Kylie Louis [Kylie.Louis@ed.act.edu.au](mailto:Kylie.Louis@ed.act.edu.au)

Student Engagement Melanie Consola [Melanie.Consola@ed.act.edu.au](mailto:Melanie.Consola@ed.act.edu.au)

Student Differentiation Stacey Griffiths [Stacey.Griffiths@ed.act.edu.au](mailto:Stacey.Griffiths@ed.act.edu.au)

Teachers may contact parents via a phone call or email during the term. You may receive a phone call from an unknown number in the coming weeks. This could be from a classroom teacher. If you miss this call, please email the teacher who left a message and arrange a suitable time for a phone call. If you are unsure, please email your classroom teachers.

Thank you for working with us. Stay well.

