

# Information Communication Technology Policy

St. Brigid's Catholic Primary School Policy  
Faith Strength Knowledge Hospitality

## Introduction

The Information Communication and Technology (ICT) Policy is broken up into the following sections:

**SECTION A: Cyber Safety and Acceptable Use of ICT**

**SECTION B: Blogging**

**SECTION C: Google Apps for Education**

**SECTION D: Use of Social Media Including Email**

This policy needs to be read in conjunction with the following policies:

- Privacy Policy

All of the documents can be accessed in following ways:

- hard copies at the School Office
- via St. Brigid's School website [www.stbofficer.catholic.edu.au](http://www.stbofficer.catholic.edu.au)

## Rationale

St. Brigid's school community has experienced significant changes in its educational, social and technological contexts over the past decade. The school's access to ICT equipment and resources brings great benefits to teaching and learning and the effective operation of the school. As the use of the Internet also gives us access to inaccurate information, unsuitable material, plagiarism, contravention of copyright, inappropriate behaviour and irresponsible use of time it is important to have strategies in place to deal with this.

Learning to use technology involves a number of areas:

### Global Citizenship

Being a global citizen involves connecting with people who are from all around the world. At St. Brigid's we aim to broaden our connections with the world so that we can make sustained connections that help us to learn. We connect with parents, peers and with our Parish. We also aim to connect with people from around Australia and the rest of the world. In order to make these connections we use the benefits of Web 2.0 tools that allow us to interact with other schools, outside experts and the wider community. We use tools such as blogs, wikis, Skype and social media.

### Digital Citizenship

At St. Brigid's we emphasise a need for digital citizenship. This involves using information and technology in a safe, legal and responsible way. We learn how to be responsible digital citizens by respecting and protecting others and ourselves and being aware of the rules around copyright and plagiarism.

## Hardware and Software Use

We use a range of hardware and software at St. Brigid's. We have access to the Internet, many desktop and laptop computers, interactive whiteboards, ChromeBooks, iPads and iPods as well as other digital technologies. Students have access to a standard suite of software that can be updated according to the needs of the school.

This policy outlines the way St. Brigid's uses and manages ICT to enable staff, students and parents to use ICT safely and appropriately. The overall goal of the school in this matter is to create and maintain a culture of cyber safety that is in keeping with the values of the school, and legislative and professional obligations.

### Implementation

1. This policy will be shared with staff in a staff meeting at the beginning of each year and included in the staff handbook.
2. This policy will be shared with parents upon enrolment of their children.
3. Staff, students and parents will sign an acceptable use of technology agreement that will outline the appropriate use of ICT for the duration of their time spent at St. Brigid's.
4. The policy is available at any time for staff, parents and students to view.
5. Staff will teach a series of cyber safety lessons at the beginning of each year including an outline of the expectation at St. Brigid's.

### SECTION A: Cyber Safety and Acceptable Use of ICT

#### STAFF ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

- I understand and will follow the guidelines listed in the Staff Acceptable Use of Technology Agreement (Appendix One).
- I understand that the use of electronic services is a privilege not a right.
- I understand that inappropriate use (refer to CECV Policy) will result in the loss of this privilege.
- I understand that I can take files to or from school while making sure I have used a virus checker to check for viruses before using them on the school network.
- I understand that the Internet and email is to be used for work purposes.
- I understand that I must not use the Internet (ie. Google Apps for Education or Email) to send and store sensitive information such as ILP's, comments about students including last names and any student services data unless authorized by the CEO.
- I understand that school email inboxes are subject to a quota in which the school incurs a cost. All unwanted email (including sent and trash folders) needs to be deleted regularly.
- I understand that only software appropriate for school use is to be installed on school computers and ICT equipment.
- I understand that if I deliberately damage equipment I am responsible for its replacement.
- I understand it is an obligation in my role to exercise and model best practice in cyber safety and to deliver cyber safety programs as part of my regular program.
- I understand that I must use materials and tools that are appropriate for curriculum based learning.
- I understand that school communications/personal opinions on school issues should not be shared via social media.
- I understand that I must keep up to date with copyright laws and ensure I obey them.
- I understand that all online activity and student work remains the property of St. Brigid's Primary School. When a teacher leaves or transfers to another school an exit meeting is required to negotiate the intellectual property transfer.
- I understand that all student misdemeanours or inappropriate use of ICT must be reported immediately to the eLearning Leader and/or Principal and/or Deputy Principal.
- I understand breaches of this agreement may lead to Due Process.

## STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

- I understand and will follow the guidelines listed in the Student Acceptable Use of Technology Agreement (Appendix Two).
- I understand that I cannot use the school ICT equipment until my parent/s and I have signed the Student Acceptable Use of Technology Agreement.
- I understand that the use of electronic services is a privilege not a right.
- I understand that I can only use ICT equipment at school for educational purposes and other agreed activities.
- I understand that I may not connect any devices to school ICT services or equipment without a teacher's permission.
- I understand that I need to use my own username and password and that I should not share my details with anyone other than my teachers and parents.
- I understand that I must only use my school email account for school purposes.
- I understand that I must regularly back up my data.
- I understand that I must not use the Internet, email, mobile phones or any other ICT equipment to:
  - Be mean, rude, or offensive, etc
  - Bully, harass or harm
  - Attempt to search for things online that are inappropriate such as anything that is violent, rude or uses unacceptable language
  - Make any attempt to bypass security and filtering systems that are in place at St. Brigid's
- I understand that if I find anything mean, rude or things I know are unacceptable I will not show others and will tell a teacher straight away.
- I understand that I must not access or store offensive images, video or audio on any ICT equipment/devices.
- I understand that I must check with a teacher if I am unsure if what I would like to do using ICT equipment is appropriate.
- I understand that I must treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems.
  - Not attempting to hack or gain unauthorised access to any system or device.
  - Not joining in if other students choose to be irresponsible with ICT.
  - Not modifying any software, applications or operating systems.
  - Reporting any breakages/damage/vandalism to a staff member immediately.
- I understand that I must not give out my personal details online including; full name, address, phone number, schedule of activities, etc.
- I understand that I must follow the blogging guidelines (outlined in "SECTION B: Blogging" of this policy).
- I understand that I must not download or copy any files such as music, images/videos, games, and programs, without a teacher's permission. This is to ensure copyright laws are followed and only appropriate software is installed.
- I understand that if I break these rules the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged the repair costs.

### *Extra Rules for ChromeBooks 1-1 Program*

- I understand that I must fully charge my ChromeBook in preparation for its use the next day.
- I will keep my ChromeBook clean and free of graffiti and stickers.
- I will take responsible precautions to ensure that my ChromeBook is not lost or damaged.
- I understand that all software I install on my ChromeBook must be legally licensed.
- I understand that all software that is loaded on to the ChromeBook must be appropriate for a primary school setting and meet age requirements.

## SECTION B: Blogging

At St. Brigid's we believe that blogging will enable us to authentically develop the skills listed in the area of Digital Technologies in AUSVELS. We incorporate blogging into our practice at all levels of the school to attend to these outcomes. Through blogging our teachers and students will also:

- create an audience for their work
- explore cyber safety skills involved in having an online presence
- develop ICT skills in an authentic setting (web 2.0 and presentation tools)
- share learning with a local and global audience
- make learning visible to parents
- collaborate by working with and gaining ideas from people beyond our classroom walls
- demonstrate and be exposed to a variety of writing styles
- gain feedback from a global audience
- provide feedback to a global audience
- gain global perspectives
- participate in reflective practice and create an online archive of their learning
- develop a positive digital footprint
- learn effective digital citizenship practices including netiquette

Blogs created at St. Brigid's will use the Global2 platform supported by the Catholic Education Office and Edublogs. Blogging permission forms (Appendix Three) will be required to be signed before any student commences blogging.

### Class Blogs

It is expected that all classes will maintain a blog and provide suitable cyber safety lessons to support the use of blogs across the school. There will be regular posts relating to class activities and wherever possible, posts will seek to elicit feedback and responses from the readers. Students will be taught how to write effective comments. As students become more capable, they will increase their level of contribution to the class blogs at the discretion of the teacher. This could take the form of guest posts or students becoming 'contributors' to the blog. Teachers are expected to publicise their blogs through emails to parents, notes home, etc. Teachers are encouraged to participate in blog sharing activities such as Blogging Buddies and Quadblogging in order to engage with a wider community and develop relationships with like-minded bloggers. Blogs may include Blogrolls of other school blogs to cross promote.

### Specialist Teachers/Blogs

Specialist teachers are required to maintain a blog for their subject area. The blogs are to have items posted regularly relating to the appropriate subject area. Specialist teachers are required to post two pieces of work a semester on each student's assessment blog. These posts are to have learning intentions and success criteria clearly displayed.

### Blogging Guidelines

Blogging is an opportunity to publish some of our work and share what we have been learning. We get the chance to communicate with a range of people, in our school and in our community. We also communicate with people from all around the world.

For us to have a purposeful and safe blog we must remember the following guidelines:

- **Only use your first name when blogging.**  
Anyone from around the world can see our blog through the Internet. It is important that you do not put your last name on the blog so strangers don't know who you are.
- **Parents who use the blog should also only use their first names.**  
Parents should only use their first names so they don't accidentally identify their child in the blog.
- **NEVER post photos or videos with names attached.**

Any photos or videos that are posted on the blog must not have names attached to them. People viewing the blog should not be able to work out what you look like.

- **NEVER give out any personal information.**

You should never give out information such as; where you live, email addresses or phone numbers.

- **All comments on the blog are approved before being published.**

All comments are screened before posting to make sure that there are no negative or inappropriate comments going onto the blog. If someone posts something that the teachers/students do not want others to see, we will not publish it to the blog.

- **Be friendly, helpful and polite.**

Only post comments that are positive and friendly. Never post anything that could upset someone who reads it. Start your comments with Dear... and end with Regards, or From...

- **Remember to do your best writing.**

Even though you are commenting on the Internet you still need to do your best writing. Remember to use capital letters and punctuation like full stops and commas. Don't use text talk like m8, thanx or l8er and most of all check your writing before you post it. Remember everyone can read it so make it the best you can do!

- **Be aware of copyright.**

Remember you can't just use anything from the Internet and call it your own. Make sure you only use copyright free images, songs or text.

- **Have fun and share, share, share!!!**

Enjoy reading our blog and making comments/posts. Don't let the guidelines stop you from commenting!

## SECTION C: Google Apps for Education

Google Apps is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered to be working "in the cloud." The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any Internet connected device.

Google Apps for Education (GAFE) is a special setup of the popular Google Apps, tailored specifically for educational institutions. Specifically this means that accounts are managed by St. Brigid's Primary School (and not by Google) and all advertisements are turned off. This service is available through an agreement between Google and St. Brigid's Primary School.

GAFE operates using our existing domain (stbofficer.catholic.edu.au). This means that all school email accounts are managed by Google's Gmail app. The students' GAFE account will allow access to school Gmail, Calendar, Contacts, Drive & Docs and Sites. All GAFE account holders also have access to a number of other learning, collaborative and productivity based tools that may be utilised within the School. This includes, but not limited to, Blogger.

The Google agreement with St. Brigid's Primary School provides access to Google applications and storage. While Google hosts these services off-site from the school grounds, St. Brigid's Primary School maintains the ability to manage users, groups and settings, much like other locally hosted systems. All users of the St. Brigid's Primary School GAFE need to be aware that the St. Brigid's Google Administrator can access, manage and monitor accounts and activity within the GAFE domain.

St. Brigid's Primary School reserves the right to grant or revoke user access and control other settings to ensure a safe and secure collaborative environment for students and teachers.

See the link below for the full Google Apps for Education Terms of Service.

[www.google.com/apps/intl/en/terms/education\\_terms.html](http://www.google.com/apps/intl/en/terms/education_terms.html)

Catholic school communities have experienced significant changes in their educational, social and technological contexts over the past decade. Social media are now ubiquitous in the educational landscape and can form an important part of the learning and teaching environment.

Addressing young people who have grown up in a digital world, Pope Benedict XVI in his message for the World Day of Communication 2011 recognised the great opportunities and challenges brought by social networking and the internet.

*'The new technologies are not only changing the way we communicate, but communication itself, so much so that it could be said that we are living through a period of vast cultural transformation. This means of spreading information and knowledge is giving birth to a new way of learning and thinking, with unprecedented opportunities for establishing relationships and building fellowship.'*<sup>1</sup>

Social media are widely considered to be various online mediums of communication and are used to connect to people around the world.

Social media may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Google+)
- Video and photo sharing websites and apps (e.g. Flickr, YouTube, Picasa)
- Blogs (work and personal interest)
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Shared online spaces (e.g. Wikis, Nings, Google Apps)
- Video and web conferences (e.g. Skype, Google Hangouts, Jabber)
- Email and instant messaging
- All other emerging electronic/digital communication applications.

As members of the school community, we should all be conscious of and respect the interests and privacy of the school and other members of the school community when using social media in relation to school activities or the school in general. In particular, when using social media, all members of the school community should ensure that they:

1. Are conscious and respectful of the reputation, the rights and the privacy of others.
2. Are careful when sharing and/or uploading photos as some individuals who appear in the photos may have concerns with their distribution.
3. Display care for the wellbeing of others.
4. Do not bully, intimidate, degrade, embarrass or harass others.
5. Do not harm the reputation and good standing of the school or those within the school community.
6. Report to the school leadership any concerns they may have in relation to improper or inappropriate use of social media by community members.

In addition:

1. Students are not permitted to join a staff member's areas on networking sites. If students attempt to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents may be informed if this happens.
2. No student may access social networking sites during the school working day without permission from a member of the school teaching staff.
3. Parents assisting with classroom activities should not make use of social media sites while involved in such activities.

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<sup>1</sup> [http://www.vatican.va/holy\\_father/benedict\\_xvi/messages/communications/documents/hf\\_ben-xvi\\_mes\\_20130124\\_47th-world-communication-day\\_en.html](http://www.vatican.va/holy_father/benedict_xvi/messages/communications/documents/hf_ben-xvi_mes_20130124_47th-world-communication-day_en.html) Pope Benedict XVI's message for the 45th World Day of Communication.

Effective communication can be enhanced by the use of email. It is imperative that students, staff and parents communicate with each other via email in a manner consistent with the vision and values of the school. Email is an insecure and unreliable form of communication and care needs to be taken to ensure privacy and confidentiality at all times.

### **Email Communication**

1. Any communication across the school server is the sole property of the school.
2. In the performance of their duties, the network administrator is to ensure the proper functioning of Internet access and email services, and as a result may inadvertently see private and confidential information. Staff members, required to work with such data, must not under any circumstances divulge or disclose such information to others, unless consented to by the school, or as required by Law, and if required to disclose such information will do so in compliance with this policy.
3. Staff members are not required to communicate via email with parents or students.
4. Staff members are not required to read or respond to school email outside school hours.
5. Email will not be used for illegal, improper or offensive purposes (for example racial vilification, harassment, etc).
6. Any school user who finds himself or herself the recipient of illegal, improper or offensive email should contact the school principal immediately.
7. Users are advised to make considered responses when using email.
8. Users should have regard for the following:
  - Ask yourself, before sending an email, how you would feel if your message was read out in court, distributed publicly or read by you as the recipient. Email messages may have to be disclosed in litigation or investigated by regulatory bodies.
  - Remember that the recipient of an email may (without your knowledge or consent) forward that message to others.
  - Do not forward emails, which contain earlier emails without first ensuring that none of the earlier emails or attachments contain anything, which would, justifiably, annoy or upset a potential recipient.

### **Staff/Student Communication Via Email**

- Staff and students may use email to communicate regarding school curriculum matters only.

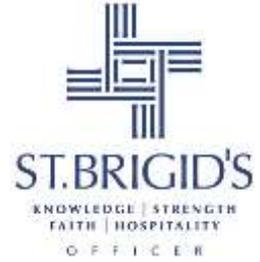
### **Staff/Parent Communication Via Email**

- Urgent matters of a serious nature should not be emailed but rather reported to the school office.
- Email should not be used as a reliable means of communication as there are many reasons why a staff member may not read their email.
- Email will not be used to address concerns, complaints and queries. All concerns, complaints and queries will be addressed in a face-to-face meeting.
- The principal may on occasion send out a broadcast email to all parents. Circular emails may only be sent with pre approval of the principal or the principal's delegate.
- Email communication should only be used:
  - To make an appointment for a face-to-face meeting between staff and parents.
  - For organisational purposes e.g.) organising transport for excursions, etc.

## **Evaluation**

- This policy will be reviewed every two years.
- This policy was last reviewed in 2015.

**STAFF ACCEPTABLE USE OF TECHNOLOGY AGREEMENT**



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- I understand that I can take files to or from school while making sure I have used a virus checker to check for viruses before using them on the school network.
- I understand that the Internet and email is to be used for work purposes.
- I understand that school email inboxes are subject to a quota in which the school incurs a cost. All unwanted email (including sent and trash folders) needs to be deleted regularly.
- I understand that only software appropriate for school use is to be installed on school computers and ICT equipment.
- I understand that if I deliberately damage equipment I am responsible for its replacement.
- I understand it is an obligation in my role to exercise and model best practice in cyber safety and to deliver cyber safety programs as part of my regular program.
- I understand that I must use materials and tools that are appropriate for curriculum based learning.
- I understand that school communications/personal opinions on school issues should not be shared via social media.
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- I understand that all online activity and student work remains the property of St. Brigid's Primary School. When a teacher leaves or transfers to another school an exit meeting is required to negotiate the intellectual property transfer.
- I understand that all student misdemeanors or inappropriate use of ICT must be reported immediately to the eLearning Leader and/or Principal and/or Deputy Principal.
- I understand breaches of this agreement may lead to Due Process.

**Name:**

**Signature:**

**Date:**

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

### STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

- I understand and will follow the guidelines listed in the Student Acceptable Use of Technology Agreement (Appendix Two).
- I understand that I cannot use the school ICT equipment until my parent/s and I have signed the Student Acceptable Use of Technology Agreement.
- I understand that the use of electronic services is a privilege not a right.
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- I understand that I need to use my own username and password and that I should not share my details with anyone other than my teachers and parents.
- I understand that I must only use my school email account for school purposes.
- I understand that I must regularly back up my data.
- I understand that I must not use the Internet, email, mobile phones or any other ICT equipment to:
  - Be mean, rude or offensive, etc
  - Bully, harass or harm
  - Attempt to search for things online that are inappropriate such as anything that is violent, rude or uses unacceptable language
  - Make any attempt to bypass security and filtering systems that are in place at St. Brigid's
- I understand that if I find anything mean, rude or things I know are unacceptable I will not show others and will tell a teacher straight away.
- I understand that I must not access or store offensive images, video or audio on any ICT equipment/devices.
- I understand that I must check with a teacher if I am unsure if what I would like to do using ICT equipment is appropriate.
- I understand that I must treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems.
  - Not attempting to hack or gain unauthorised access to any system or device.
  - Not joining in if other students choose to be irresponsible with ICT.
  - Not modifying any software, applications or operating systems.
  - Reporting any breakages/damage/vandalism to a staff member immediately.
- I understand that I must not give out my personal details online including; full name, address, phone number, schedule of activities, etc.
- I understand that I must follow the blogging guidelines (outlined in "SECTION B: Blogging" of this policy).
- I understand that I must not download or copy any files such as music, images/videos, games, and programs, without a teacher's permission. This is to ensure copyright laws are followed and only appropriate software is installed.
- I understand that if I break these rules the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged the repair costs.

#### *Extra Rules for ChromeBooks 1-1 Program*

- I understand that I must fully charge my ChromeBook in preparation for its use the next day.
- I will keep my ChromeBook clean and free of graffiti and stickers.
- I will take responsible precautions to ensure that my ChromeBook is not lost or damaged.
- I understand that all software I install on my ChromeBook must be legally licensed.

- I understand that all software that is loaded on to the ChromeBook must be appropriate for a primary school setting.

**STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT**



To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the classroom teacher**
4. **Keep the document for future reference**

**I understand that St. Brigid’s Primary School will:**

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cyber safety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe online.
- Keep a copy of this signed acceptable use of technology agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cyber safety issues.
- Moderate and monitor all blogs.

**My responsibilities include:**

- Reading this acceptable use of technology agreement.
- Discussing the information with my child and explaining why it is important.
- Returning the signed agreement to the school.
- Supporting the school’s cyber safety program by encouraging my child to follow the cyber safety rules, and to always ask the teacher if they are unsure about any use of ICT.
- Contacting the Principal or eLearning Leader to discuss any questions I might have about cyber safety and/or this acceptable use of technology agreement.

*Additional information on staying safe online can be found on the ACMA (Australia Communications and Media Authority) website [www.cybersmart.gov.au](http://www.cybersmart.gov.au)*

Please return this section to school before \_\_\_\_\_.

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**I have read this acceptable use of technology agreement and I am aware of the school’s initiatives to maintain a cyber safe learning environment, including my child’s responsibilities.**

Name of student: .....

Name of parent/caregiver/legal guardian: .....

Parent’s signature: ..... Date: .....

Student’s signature:..... Date: .....

*Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.*

## Appendix Three

### Blogging and Online Publishing Permission Form

#### **What is blogging?**

Blogging is the process where a blog is created and shared with the global community.

#### **What is a blog?**

The word blog came from the original term web log. It is a website that contains descriptions about things that have happened and reflections on new things that are learnt. Material such as images, videos and audio files can also be included in blogs. Most blogs are interactive, allowing visitors to leave comments about the work that they have viewed.

#### **What is a blogger?**

A blogger is the person who is creating and writing items to be posted onto the blog.

#### **Why have a class blog?**

At St. Brigid's we believe that blogging will enable us to authentically develop the skills listed in the area of Digital Technologies in the Australian Curriculum. We incorporate blogging into our practice at all levels of the school to attend to these outcomes. Blogs created at St. Brigid's will use the Global2 platform supported by the Catholic Education Office and Edublogs.

Blogs at St. Brigid's have two main purposes. The first is that blogs provide excellent communication between school and home. Classes can use a blog to write about and reflect on what they have been learning and share samples of student work. They may also share photos or videos of events and activities. Parents have easy access to the blogs and are able to keep up to date with what is happening in the class. They can even leave comments to encourage and support their child.

The second purpose for blogs is that they are a learning tool. Blogs enable students to connect with the global community and learn from like-minded students, teachers and people interested in sharing their knowledge with others. People from all around the world (through the Internet) are able to read our class blogs and post comments responding to what they have viewed. The comments are one of the most exciting parts of blogging as the students get feedback on their work and are able to see the purpose of their learning as they have a clear audience when posting information.

It is important that students learn how to work safely online, especially as they become exposed to other online technologies at home such as instant messaging (eg Skype) and social networking sites (eg Facebook/Instagram/Twitter). At St. Brigid's students are taught how to be responsible users of the Internet. Blogging enables teachers to model and teach safe Internet practices. Students follow blogging guidelines (see details attached), which ensure anonymity and privacy online. All comments that are posted onto our school blogs are moderated by the class teacher. Only comments that are positive and appropriate will be published onto the blogs.

#### **Blogging Permission Form**

As blogging involves the publishing of content online we need permission for your child to participate and contribute to the class/student blogs at St. Brigid's. Included in the blogs will be examples of schoolwork, photos, audio recordings and videos. Under no circumstances will any child's photo be published with an identifying name and work samples may only include a first name. Surnames will never be published on the blog as to ensure children cannot be identified.

If you have any concerns with your child's access to this curriculum innovation please feel free to contact the Principal or Deputy Principal.

**Please circle the appropriate response and return to your child's class teacher as soon as possible:**

Throughout my child's enrolment period at St. Brigid's I **GIVE** permission for work samples, photographic, video and audio recordings of my child, \_\_\_\_\_ to be published on blogs created and moderated at St. Brigid's. (child's name)

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

✂ \_\_\_\_\_

### **Blogging Guidelines**

Our class blog is an opportunity for us to publish some of our work and share what we have been learning. We get the chance to communicate with a range of people, in our school and in our community. We also communicate with people from all around the world.

For us to have a purposeful and safe blog we must remember the following guidelines:

- **Only use your first name when blogging.**  
Anyone from around the world can see our blog through the Internet. It is important that you do not put your last name on the blog so strangers don't know who you are.
- **Parents who use the blog should also only use their first names.**  
Parents should only use their first names so they don't accidentally identify their child in the blog.
- **NEVER give out any personal information.**  
You should never give out information like where you live, email addresses or phone numbers.
- **All comments on the blog are approved before being published.**  
All comments are screened before posting to make sure that there are no negative or inappropriate comments going onto the blog. If someone posts something that the teachers do not want others to see, we will not publish it to the blog.
- **Be friendly, helpful and polite.**  
Only post comments that are positive and friendly. Never post anything that could upset someone who reads it. Start your comments with Dear... and end with Regards, or From...
- **Remember to do your best writing.**  
Even though you are commenting on the Internet you still need to do your best writing. Remember to use capital letters and punctuation like full stops and commas. Don't use text talk like m8, thanx

or later and most of all check your writing before you post it. Remember everyone can read it so make it the best you can do!

- **Be aware of copyright.**

Remember you can't just use anything from the Internet and call it your own. Make sure you only use copyright free images, songs or text.

- **Have fun and share, share, share!!!**

Enjoy reading our blog and making comments/posts. Don't let the guidelines stop you from commenting!