



ROSSMOYNE
SENIOR HIGH SCHOOL

Students online in public schools

**INFORMATION,
PERMISSIONS,
AGREEMENTS AND
CONSENT**



This booklet contains:

- Information about;
 - online services,
 - publication of student images and work for school purposes,
 - the one to one computer program, and
 - online third-party services.
- A consent form to confirm;
 - permission for student to have an online services account,
 - understanding of the online services acceptable use agreement,
 - permission to publish student images and work for school purposes,
 - acknowledgement of online third-party services used by the school, and
 - permission for and agreement about use of online third-party services.



Dear Parents & Guardians

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.

There are three areas that these services cover:

1. Online Services Account
2. Student Acceptable Use Agreement
3. Third Party Services

If you agree to your child using these online services, please read and sign the Consent Form on the last page of this booklet. Please explain the content of the Student Acceptable Use Agreement to your child before signing.

We also regularly publish student's images and work for school purposes and request your permission for this.

Please return the Consent form to the school so that an online services account can be created for your child.

Yours sincerely

Alan Brown
Principal

1. Online Services Account

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

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)

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).



2. Student Acceptable Use Agreement

Use of the school network is granted to those who abide by the policies in this document. Parents are asked to discuss this policy with their child before signing it.

Acceptable Use Policy and Agreement

- Your notebook will be kept safe. It will be kept in your possession at all times while at school or secured in a locker or locked room.
- You will use the notebook as directed by your teacher. Playing games, listening to music, watching video, online chatting/messaging, accessing websites not relevant to the lesson, or any other activity on the notebook which is a distraction is not allowed on the school campus.
- You must not store anything on the notebook that you are not prepared to share with staff or your parents.
- The Department of Education strongly recommends that student owned devices are installed with up-to-date Anti-Virus protection (especially important for Windows users) and that the operating system is regularly updated.

Online Services of the Department of Education and Student Network Accounts

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

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using 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 understand the school and the Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity.
- I will not use the Department's online services for personal gain or illegal activity (e.g., music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.



Student Acceptable Use Agreement

Online Services of the Department of Education and Student Network Accounts continued:

- I will acknowledge the creator or author of any material used in my research for schoolwork by using appropriate referencing.
- I will get permission from the copyright owner of any material used in my schoolwork before I reuse it in a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- The misuse of online services may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy; and
- I may be held liable for offences committed using online services.



3. Student Images and Work for School Purposes



Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's schoolwork 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.), any 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 your child's name, class and school may be published along with images.

If you agree to this use of your child's image and schoolwork please complete the consent form and return to the school. Once signed, the consent will remain effective until such time as you advise the school otherwise.

Permission

I agree to the videoing or photographing of my child and my child's schoolwork during school activities for use by the school and the Department of Education in the ways stated above.

IMPORTANT: I understand that while the school and 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 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.

4. One to One Computer Program

Parents of Year 7s and new students in 2024 are requested to provide a notebook computer or tablet for their child. The device needs to have a long battery life, be light and portable (maximum 14" screen), and it needs to be practical to use in the classroom.

In 2023 most of our students are using a windows notebook computer or Apple Mac and very few students have other devices. If you are interested in purchasing a MacBook, please checkout Winthrop's portal by clicking on the link below. It can be purchased as part of a bundle deal available through Winthrop Australia which will also include an extended three year AppleCare warranty and a rugged case. The school will assist you with handling your warranty or insurance claims if the device is purchased from Winthrop Australia. Details of the offers available through Winthrop Australia can be viewed at: <https://sales.winaust.com.au/shop/rossmoyneshs>

There has been a significant increase in MacBook pricing over the past few years and you may find better value with an alternative device. Students are currently using a variety of devices on the school network and all have successfully connected to the network. These include Windows laptops, Surface tablets and Chromebooks. It is recommended parents do their own research for a suitable device for their child.

If you are considering buying a HP Notebook computer, you can view their range at www.hpshopping.com.au/rossmoynnebyod (use rossmoyneshs for the school code) Every notebook purchased through HP BYOD portal includes free delivery and comes with three-year onsite warranty. Finance option is available with 0% interest for up to 24 months.

It is highly recommended that you also purchase a protective case for your child's device and insurance.

If you already have a device for your child still in good condition, they may continue using it.

Should you have any further queries in regard to our one-to-one computer program please contact the school's ICT Manager:

Sujit Pottayil Kuttappan

Sujit.PottayilKuttappan@education.wa.edu.au



5. Third Party Providers

The following third party services are being used in our school. The table below provides you with further information on how these services are used:

Name of Service	Type of Service	What do I need to know	Further Information
SEQTA	A teaching and learning management system (LMS) that brings teachers, administrators, parents and students together	Information stored within Australia	https://seqta.com.au/
Parent Teacher Online	A school interview booking software	Information stored within Australia	https://parentteacheronline.com.au/
Subject Selection Online	An online software that automates subject selection	Information stored within Australia	https://subjectselectiononline.com.au/
Results HQ	A sporting results collection platform	Information stored within Australia	https://resultshq.com.au/Login/Index/
Skillsroad	A career planning tool	Information stored within Australia	https://www.skillsroad.com.au/

The following third party services are also being used in our school. These services require us to share some personal information about your child and require you to provide consent for these services before we do so. Please contact the school if you have any queries.

Name of Service	Type of Service	What do I need to know	Further Information
Adobe Creative Cloud	Multimedia, creativity and digital marketing software	Information stored outside Australia	https://www.adobe.com/au/creativecloud.html
Book Creator	A tool for creating digital books	Information stored outside Australia	https://bookcreator.com/
Canva	Creative design and presentation tools	Information stored outside Australia	https://www.canva.com/en_au/
ClickView	Education videos mapped to the Australian Curriculum	Information stored within Australia	https://www.clickview.com.au/
Education Perfect	An online learning and assessment platform	Information stored outside Australia	https://epforlearning.com/

Third Party Providers

Name of Service	Type of Service	What do I need to know	Further Information
Fusion 360	An integrated CAD, CAM and CAE design software program	Information stored outside Australia	https://www.autodesk.com.au/products/fusion-360/overview
G Suite Enterprise For education	G Suite Core Services (like Gmail, Calendar, and Classroom)	Information stored outside Australia, certified by Australian Signals Directory	https://edu.google.com/products/gsuite-for-education/?modal_active=none
Goethe Institute	A resource used during German classes	Information stored within Australia	https://www.goethe.de/de/index.html
Grok Learning	A platform to learn and teach programming in the classroom	Information stored within Australia	https://groklearning.com/
Kahoot	Teaching and Learning References & Resources	Information stored outside Australia	https://kahoot.com/
Mangahigh	A game-based learning resource designed to help educators teach maths and coding	Information stored outside Australia	https://www.mangahigh.com/en-au/
Mathspace	Adaptive mathematics learning and practice for high school students	Information stored outside Australia	https://mathspace.co/au
Padlet	An online "bulletin" board, where students and teachers can collaborate, reflect, share links and pictures	Information stored outside Australia	https://padlet.com/
Repl.it	A coding program	Information stored outside Australia	https://repl.it/
Signup	A volunteer sign-up program	Information stored outside Australia	https://signup.com/
Storyboard That	An online storyboard with a large collection of custom artwork	Information stored outside Australia	https://www.storyboardthat.com/
ThisisLanguage	An online video based resource for language teachers	Information stored outside Australia	https://www.thisislanguge.com/
Turnitin	An assignment submission service	Information stored outside Australia	https://www.turnitin.com/

Consent Form

Please complete and return to Rossmoyne Senior High School.

I consent to my child's information being provided, if required, to each of the third party providers listed until the end of their schooling at Rossmoyne Senior High School.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Parent/Guardian Signature:	



I agree to the terms and conditions outlined in this booklet for:

1. Permission for students to have an Online Services Account
2. Student Acceptable Use Agreement
3. Permission to publish student images and work for school purposes

Parent / Guardian Consent	Student Consent
Parent / Guardian Name:	Student Name and Year Level:
Parent / Guardian Signature:	Student Signature:
Date:	Date:



ROSSMOYNE
SENIOR HIGH SCHOOL

Keith Road, Rossmoyne WA 6148
(08) 9235 1600
Rossmoyne.SHS.enrolments@education.wa.edu.au