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Appropriate Secondary Student Online Use

Dear Parents and Guardians

Thank for your ongoing support and continued partnership with Emmanuel Christian Community School. In this unique and unprecedented time, we are aware that there are many challenges and difficulties that both students and parents face in assisting children to learn effectively. The school continues to seek ways of supporting parents and staff are readily available to assist parents with questions and concerns they have about their children. Please don't hesitate to contact the school via email, SEQTA, Direct message or calling the school directly. Our strong community partnership continues and together, we will work through at-home learning. We value your communication and do not want parents or students to feel isolated and alone.

We are very pleased to be able to offer two main engagement platforms for our students and parents. These are SEQTA Forums and Microsoft Teams. Both platforms are available to students for educational purposes and are monitored by staff and the school IT managers. Unfortunately, there has already been an inappropriate use of these platforms and as a school we are following up with parents.

The School's **Code of Conduct** (under Computer and Internet Conditions of Use on page 15 of the school diary) says "the following actions are not permitted: sending, displaying or accessing offensive sites, messages or pictures". It clearly states that failure to follow the Code of Conduct will result in parent contact and possible further disciplinary measures. These include restricted use of or being removed from these platforms for a period of time.

We are asking all parents to please discuss this letter with your children and assist us in ensuring that all students can safely take part in educational endeavors and use our platforms appropriately.

Included with this letter are:

- The At-Home Learning Code of Conduct for Students
- The Family Zone Value Adding Initiative.
- Links to websites that will keep you informed about cyber safety
- Tips for Students – Digital Citizenship and Internet Safety

At-Home Learning Code of Conduct for Students

- 1. The School Code of Conduct and ALL school policies apply at all times during At-Home Learning. Specifically, please note the ICT Policy, Privacy Policy and Student Code of Conduct applies as per usual.**
2. The on-line learning environment is to be used for its defined purpose.
3. The normal expectations and standards of a student at ECCS applies to the on-line learning environment. Whilst you are not expected to wear your school uniform, you are expected to present in any video meetings in appropriate clothing that is consistent with free-dress-day guidelines.
4. As directed by your teacher, SEQTA, Microsoft Teams and subject-specific platforms such as Mathspace and Education Perfect are the platforms for on-line learning.
5. You must follow the new timetable on SEQTA from form period (8.45 am) until period 6 (free learning period) ends at 3.15 pm.
6. It is expected that you check the notices, your emails and Direqt messages daily.
7. Please be on time for all on-line classes. Reported patterns of absence will be followed up.
8. Teachers are available on Teams for all Upper School ATR and VET courses. Teams will be used for Lower School classes where indicated during your scheduled lesson time. If Teams is not required for a particular lesson, an outline will be visible on SEQTA and the teacher will be available via the class forum, Direqt message or email.
9. When joining a Team for the start of a lesson, please indicate to the teacher that you are present and mute your microphone. At the end of a lesson, please leave the meeting.
10. Please note that all messaging is recorded on Teams (and forums) and is visible to everyone. Respectful behaviour is expected of all parties.
11. Check all lessons in SEQTA and follow learning intentions and steps for each activity. Teachers will post materials for your classes ahead of the class time.
12. You may be required to complete assessments online to ensure that when we return to regular school classes there is not a backlog of large assignments. Your teacher will inform you of this need as required. There will more than likely be an amendment to your class's assessment schedule due to the move to at-home learning.
13. Notify the classroom teacher of any technical problems immediately. (The teacher may refer you to our IT support if they are unable to assist, or your parents/provider.)
14. Misuse of the digital environment will result in consequences.

Cyber Safety During At-Home Learning – A Value Adding Initiative.

All the Staff at Emmanuel Christian Community School sincerely hope you and your family are safe and healthy in these challenging times. The Coronavirus pandemic is causing significant changes to our daily lives, including the introduction of At-Home learning for our students.

With children at home during school time, it's likely that you will need to be more flexible about screen-time but without compromising on their online safety. **Family Zone** can help relieve pressure on parents during this period by ensuring students are protected and focused on their learning during school hours.

As our school is a **Family Zone Partner School**, you have access to free parental controls for all your child's devices. When you activate your free account, you won't need to worry about distractions or online dangers - and you can be confident that your child will be learning online rather than being distracted on social media, YouTube or other sites that may contain unwholesome content.

What's Coming Up

Invitations to create FREE Family Zone Accounts

You will soon receive from Family Zone an account invitation to register a free Family Zone Premium account. With this account you can:

- Monitor and control your child's internet use outside of school hours;
- Disable school policy for your child's school holidays or sick days; and
- Optionally install Family Zone onto your children's personal devices.
- You can control up to 6 devices on the account provided by the school. Additional devices can be controlled through Extension packs. You can find out more about this in your Family Zone account.

Alternatively, you can sign up at any time via our Cyber Safety Hub -

<https://www.familyzone.com/emmanuel>

What happens if I already have a Family Zone account?

If this is the case you won't receive an account invitation. Your child's device will be added to your account automatically. You are encouraged to sign-in to your [Family Zone account](#) and review settings. In particular routines and age profile controls. If you can't remember your password, click on the forgot password link and follow the [reset password process](#).

Managing your child's screen time

Managing your child's screen time while they are online at home is simple with Family Zone. Here are some videos that show you how to update the most common settings and get your family ready for remote learning;

- [How to change to a rest day](#)
- [How to see what your child has access to and when](#)
- [How to unblock a website](#)

WEBINAR

USING FAMILY ZONE DURING REMOTE LEARNING

For those that would like a LIVE demonstration, join Family Zone for this special webinar

Family Zone can help relieve pressure on parents during this period by ensuring children are safe online and focused on their studies during remote learning from home.

Dates/Times:

Wednesday 15 April at 7pm AEST - Click [here](#) to register

or

Wednesday 6 May at 7pm AEST - Click [here](#) to register

Not sure what a webinar is? We get it! Click [here](#) for FAQs.

Got a question? Need help?

For lots of other helpful resources plus contact details head to our [Cyber Safety Hub](#).

Alternatively, you can contact Family Zone [here](#)

Please note, all **Family Zone** related support needs and queries should be directed to the **Family Zone** support team. Contact details are: **email:** support@familyzone.com or call **1300 398 326**. (Mon-Fri: 8am to 8pm and Sat-Sun: 9am to 5pm)

May this opportunity to safeguard your children while they are accessing more screen time in this current At-Home learning environment, be one that gives some peace of mind in these uncertain times.

Additional IT Assistance

Please contact the IT Department if you have any questions or concerns relating to laptops or accessing the learning platforms. **Family Zone** support for home use can only be handled by **Family Zone** and **not** by the ECCS IT Department.

Cyber safety Websites

Below are websites which contain information on safety for children, produced by the eSafety Commissioner.

<https://www.esafety.gov.au/sites/default/files/2020-02/Easy%20English-Being%20Safe%20Online.pdf>

<https://www.esafety.gov.au/key-issues>

<https://www.esafety.gov.au/young-people>

Cyber Safety Websites from the Department of Education:

<http://amf.net.au/entry/cyberparent-guideline>

<http://amf.net.au/entry/cyberparent>

The page following has “Tips for Students” that could be placed in a visible space where they work as a reminder of how to behave as a digital citizen.

We trust our all-powerful God to help us navigate through the many changes in our lives at this present time. May we be reminded of this verse from Acts 2:25, NIV

**I saw the Lord always before me.
Because he is at my right hand,
I will not be shaken.**

May you and your family be blessed over this special Easter Term break.



Mrs B Carruthers
(Deputy Principal Curriculum)

8 April 2020



Mr Stuart Hayward
(Deputy Principal Students)

TIPS FOR STUDENTS

DIGITAL CITIZENSHIP AND INTERNET SAFETY

1 LAWS Many sites and web tools are 13+. Most images and work online are protected by copyright.



2 TALK Tell your parents what you're doing online. Always ask a trusted adult if you're unsure of anything.



3 FRIENDS Don't add or meet online friends without parent permission. Don't trust everything friends tell you.



4 PRIVACY Keep personal info private: **Y**our full name, **A**ddress, **P**hone number, **P**asswords, **Y**our plans and birthday.



5 REPUTATION Don't post anything you wouldn't want teachers, family, friends, and future employers to see.



6 QUESTION You can't believe everything you read and see online. There's a lot of incorrect and biased info.



7 BULLYING Tell someone if you think cyberbullying is happening to you or other people you know.



8 ACCOUNTS Choose sensible email addresses and usernames. Use strong passwords and don't share them with others.



9 MANNERS Be polite and respectful at all times. Treat others online how you'd like to be treated.



10 UNPLUG Balance your screen time and green time. Get outdoors, move, play, and interact face to face.



If in doubt, **think** about and **talk** it out