



Home Online Learning

McDonald Park School - Family Guide



Government
of South Australia

Department for Education

Learning Delivered Online

As a result of the current COVID-19 situation and in response to government guidelines all learning will be delivered in a way that enables students to access this learning online. In the event of a school closure, all learning will continue from home.

Whilst every effort has been made to establish procedures and processes for managing learning in a way that provides continuity, changes may need to be made in response to the circumstances surrounding a closure.

Support of our students academically is of high importance and the school will adapt to what is being offered in response to the needs of the community.

We will seek to support each other in challenging and uncertain times. Please continue to communicate with school personnel to ensure student learning is not disrupted.

Family Communication

Communication between school and families continues to be a priority.

We will continue to use our main methods of communication.

Staff will be making regular contact to check in with families, this may take the form of phone calls, emails or messages.

Teachers are encouraged to restrict communication to working hours. This is in consideration of their workload in these ever changing circumstances.

Seesaw will remain the main method of communication between staff and students. Seesaw should be used to send messages to families as well as set learning activities using the Seesaw Class app.

Facebook is used to deliver announcements and celebrate success to the wider school community. Please join the McDonald Park School Facebook page.

New Communication Tools

These include:

A daily check in with classes will occur between 8.45am and 9.30am. This may take the format of a group message or pre-recorded video on **Seesaw** or a live meeting via **Webex**.

<https://www.webex.com>

Google classroom may be used for individual classes to distribute assignments by sharing files between teachers and students. It also allows teachers and students to communicate with each other and to provide feedback.

<https://classroom.google.com>



Learning Program

Morning Message

Morning message. This will set up the learning for the day and encourages students and teachers to check in via Seesaw.

Lesson Delivery

Lesson delivery may be one or more of the following:

- Pre-recorded video explaining concepts that can be shared with families on Seesaw.
- Links to websites posted on Seesaw for families to access.
- Lesson activities posted on Seesaw.
- Google Classroom may be used for primary aged students.

Hard Copy Resources

Learning packs are available as an alternative way to access learning. These may be collected from the boxes at the front office area each Monday after 1.00pm.*

As teachers have planned for learning to be delivered online, some learning suggestions may not easily transfer to hard copy. Where possible online access to the learning is preferred.

Parents may return student learning via email dl.1021.onlinelearning@schools.sa.edu.au or return to the returns box outside of the front office.

** subject to health regulations and advice*

Check In

Regular check ins using Seesaw, Webex or phone can be expected by staff. Families and teachers will work together to check in regarding learning and student wellbeing.

Families will use the Seesaw platform to share work completed and receive feedback.

Assessment and Reporting

Teachers, including specialist teachers, will be assessing three pieces of learning per week. Please support your child to do the work independently, rather than doing the work for them. These assessment pieces will be clearly identified by teachers.

Teachers are still expected to keep accurate records of progress made in order to report.

Learning Program

- It is not expected that students are in front of a screen for the entire day. Provide breaks away from the computer, use other options to record learning.
- Don't worry if you can't explain or understand something - contact us and we will support you using our communication methods or revisit when face to face teaching recommences.
- Maintain a routine similar to that which is proposed by class teachers. Have a designated learning space.
- Incorporate physical activity and other home activities - chores, cooking together, craft, reading stories etc.
- Students at home are expected to be engaging in learning and be supported in partnership with families and school. Processes are in place to follow up 'non attendance'.
- Appropriate use of technology, including respectful communication between all participants, is expected. Processes are in place to follow up misconduct or disrespectful interactions.
- Behaviour expectations as per school code of conduct continue to be in place.

Proposed Daily Schedule

Morning Message / Meeting
Literacy Block - 90 minutes
Movement and Fruit Break
Numeracy Block - 60 minutes
Lunch Break
Learning Session (as determined by the class teacher)

CYBER SAFETY USE AGREEMENT FOR MCDONALD PARK SCHOOL STUDENTS

CYBER SAFETY AT MCDONALD PARK SCHOOL

Dear Parent/Caregiver

The measures to ensure the cyber-safety of McDonald Park are based on our core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreements for staff and students, who have been involved in the development of the agreement. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all students.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at McDonald Park and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of McDonald Park is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All students will be issued with a Use Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and Department for Education (DfE) administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DfE cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DfE recommends the use of appropriate Internet filtering software.

More information about Internet filtering can be found on the websites of the Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

Please contact the principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

Important terms:

'**Cyber-safety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'**Cyber bullying**' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'**School and preschool ICT**' refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'**ICT equipment/devices**' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'**Inappropriate material**' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'**E-crime**' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.



STRATEGIES TO HELP KEEP MCDONALD PARK STUDENTS CYBER SAFE

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. I will use the computers and other ICT equipment only for my learning.
3. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.
4. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
5. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
6. I will keep my password private.
7. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
8. While at school, I will:
 - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
 - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
 - not show others
 - turn off the screen
 - get a teacher straight away.
10. Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
11. Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
12. The school cyber-safety strategies apply to any ICTs brought to school.
13. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
14. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name
 - my address
 - my e-mail address
 - my phone numbers
 - photos of me and/or people close to me.
15. I will respect all school ICTs and will 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
 - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
 - reporting any breakages/damage to a staff member.
16. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.



MCDONALD PARK SCHOOL CYBER SAFETY USE AGREEMENT FORM

Please read this page carefully to check that you understand your responsibilities under this agreement.

Return the signed Use Agreement to the school.

I understand that McDonald Park will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities
- work 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 in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

My responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

CYBER-SAFETY USE AGREEMENT

Parent Section:

I have read and understood this Cyber-safety Use Agreement and discussed the strategies with my child. I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child.....

Class

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

Signature of parent/caregiver/legal guardian..... Date.....

Student Section:

I have read and/or discussed the Cyber-safety Use Agreement and strategies with my parent/guardian and understand that the agreement's purpose is to keep McDonald Park School and its students safe.

I will always abide by the Cyber-safety Use Agreement at McDonald Park School.

Student to write or sign name here:

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

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.