



Emmaus Catholic Parish Primary School Sydenham

Emmaus Catholic Parish Primary School has a commitment to the care, safety and wellbeing of children.

Be a responsible user of technology

Online etiquette and expectations for students

As we commence the Flexible Distance Learning at **Emmaus Catholic Parish Primary School**, we need to remember that this is a new method of learning for all.

Let us be understanding, tolerant and respectful of each other as we work in partnership through this process.

We ask you to remember that what applies in the classroom, applies online in terms of your behaviour, participation and completion of work.

Our eSmart and Cyber Safety Policy reminds us that we always treat one another with dignity and respect.

Online etiquette and expectations for students when Video Conferencing (Google Meet) with their teacher.

1 . Open and appropriate spaces for learning

- You should only engage in audio and video conferences from an open, quiet and appropriate space outside of your bedroom.
- Minimise what is behind you - a blank wall is preferable.
- A parent/guardian must accompany you during the conference.
- Check that your video and audio work correctly – it is good to use a microphone headset if you have one.

2. Communication during the online conference

- Use appropriate language when communicating (speaking/writing messages) online with your teachers and your classmates.
- Behave appropriately in accordance with school rules, expectations and classroom agreements.
- The tone of your language needs to be appropriate to the task and lesson you are completing. This is no different to a normal classroom.
- Do not have other programs, games, apps etc. running in the background, unless directed by your teacher to do so.
- Be on time in joining the online conference.
- Make sure your class notes and other resources are accessible.
- Mute your microphone prior to commencing the class and activate as required.
- Be prepared to participate in the online class through audio and other means.
- Remain calm: if you experience a technology fail or feel frustrated, be patient with yourself and your teacher. This is new. Everyone is adjusting. You may need to shut the program down and start again.

3. Online safety

a. Planning for safety

- Ensure your parents and family members are aware of the school expectations when working online.

- Talk with your parents and develop family expectations for screen time, sharing working spaces, using security controls and boundaries for social media use.
- Refer to the [Top 5 online safety tips for kids](#) and consider developing a personal safety plan. Discuss and share this with your family.
- Use only credible sources for content searches online.

b. What to do if you feel unsafe online

- If you feel unsafe online or an incident occurs, stay calm and don't try to deal with the situation alone.
- Let your parents/carers, teacher or other adult know as soon as possible. They will be able to assist you to report the incident **following school procedures** or by [making a report to the eSafety Commissioner](#).

c. Respectful online participation for learning and wellbeing

- All video and emails will be monitored. Please remember to act within school expectations.
- Whatever goes online, stays online. Take pride in yourself as a member of the **Emmaus Catholic Parish Primary School** community.
- **You must not:**
 - re-post a message that was sent to you privately, without the permission of the sender.
 - take or distribute photos, sound or video recordings of anyone connected to the **Emmaus Catholic Parish Primary School** or other people, including background figures and voices, without their express written permission.
 - upload/post/email images, video or sound, containing members of **Emmaus Catholic Parish Primary School** staff and students onto social media platforms (e.g. Snapchat, TikTok, Facebook, YouTube) or any other website or app, without their authorisation and the authorisation of the **Emmaus Catholic Parish Primary School**.
 - make deliberate attempts to disrupt other people's use of ICT.
 - make a request or respond to a request from teachers, counsellors, administrators and other school staff to be 'friends' on social media.

4. Privacy

Our school eSmart and Cybersafety Policy and ICT Agreement requires you to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

Emmaus Catholic Parish Primary School stress that you take responsibility for the security of your device (e.g. computer, ipad, phone) and not allow it to be used by an unauthorised party.

5. Tech Support

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