



Emmaus Catholic Parish Primary School Sydenham

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

Flexible Distance Learning Student Email Policy

AIMS: Emmaus Catholic Parish Primary School Sydenham is an ICON School (Integrated Catholic Online Network). ICON provides every student at Emmaus with their own email so that they can access Google Suite apps such as Google Docs, Gmail, Google Meet, Sheets, Forms, Classroom, Drives, Calendar and Slides and Hapara: an online learning management tool.

Typically, students in Year 5 and 6 have their email activated. In response to the current needs of the school community, Prep to Year 4 emails have also been activated. This is for the purpose of Emmaus students being able to access Hapara and email their teacher for education related purposes.

We will be using Google Meet for teachers to video conference 1-1 with students beginning from Term 2, Week 3-4. This video conference will be a short well-being check in and will require a parent present during the conference. The teacher will organise a time to conference with your child. The teacher will email a Google Meet "Password/Nickname" so that the child can join. **A more detailed plan and tutorial will be delivered soon.** Please email your child's teacher if you do not wish your child to participate in a video conference.

Students may use their school email to:

- Email their teacher work or questions relating to School only.
- Access Hapara at mystudentdashboard.com
- In Years Prep to 4: Parents/carers need to assist their child in composing, checking and authorising any emails sent.
- In Year 5 and 6-parents/carers must authorise any emails sent.
- Take a photo of their work alone or with themselves and send it to their teacher or submit it to Hapara as evidence. Please email your child's teacher if you do not wish your child to do this.

Students may not use their school email to:

- Email classmates- unless specifically directed by their teacher for the purpose of a particular lesson.
- Email anyone outside of Emmaus Staff.
- Use their school email to sign up for websites, unauthorised apps, competitions, use their email for SPAM etc.
- Tell others their email password or pass on personal information.
- Add extensions to their Chrome account other than Hapara.
- Use Google Hangouts until further notice.

If your child breaches these rules their email account will be deactivated.

Other Information

All emails sent and received are monitored by the school.

Teachers will respond to any emails from parents and students during regular school hours of **8.30-5pm Monday to Friday.**

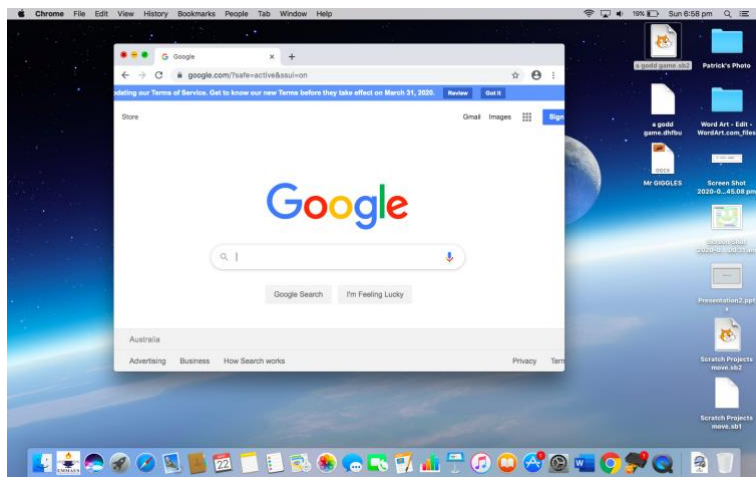
If a student is unable to log in to their email or they have lost/forgotten their password their parent/carer will need to contact the ICT Leader: Laura Chamberlain at laura.chamberlain@emsydenham.catholic.edu.au from Monday-Thursday from **8.30am-5pm** and it can be reset.

Policy activated: March 22 2020- Updated April 9 2020

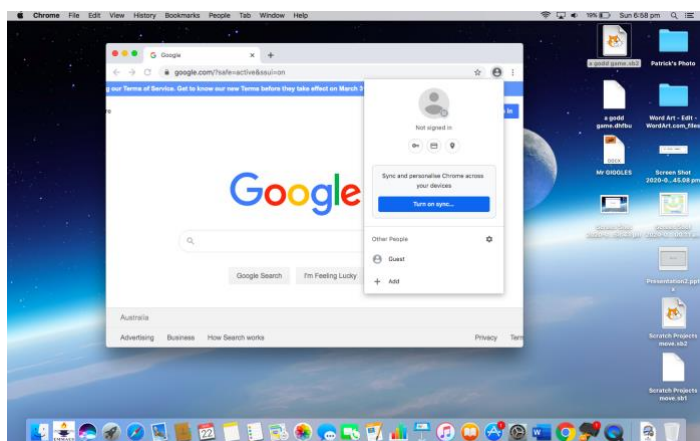
For those parents and students who are unfamiliar with Hapara an online tutorial is available on Youtube at <https://www.youtube.com/watch?v=Ok9MSNM8c2Y>

How to get access to Emmaus Student Gmail and Hapara

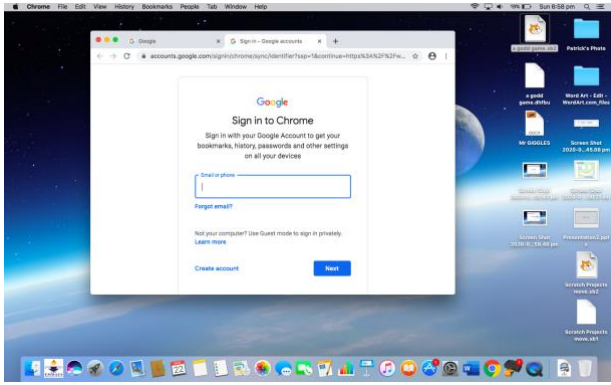
1. To sign into Google: Go to Google Chrome or Safari and type “Google”



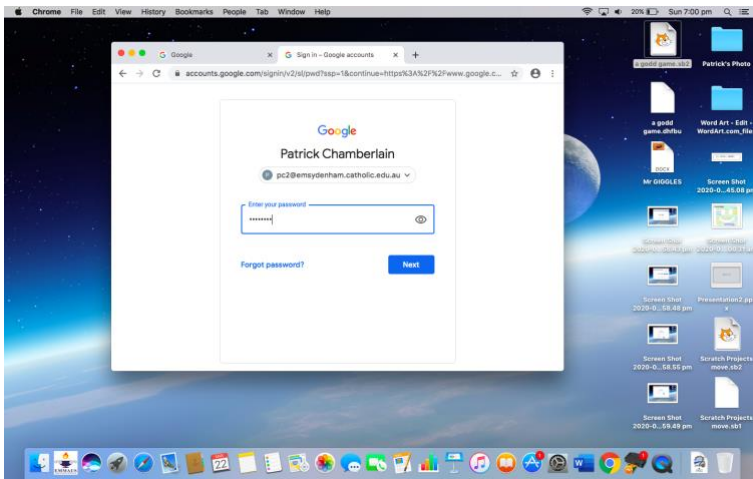
2. Click on the person in the top right hand corner- click “Turn on Sync”



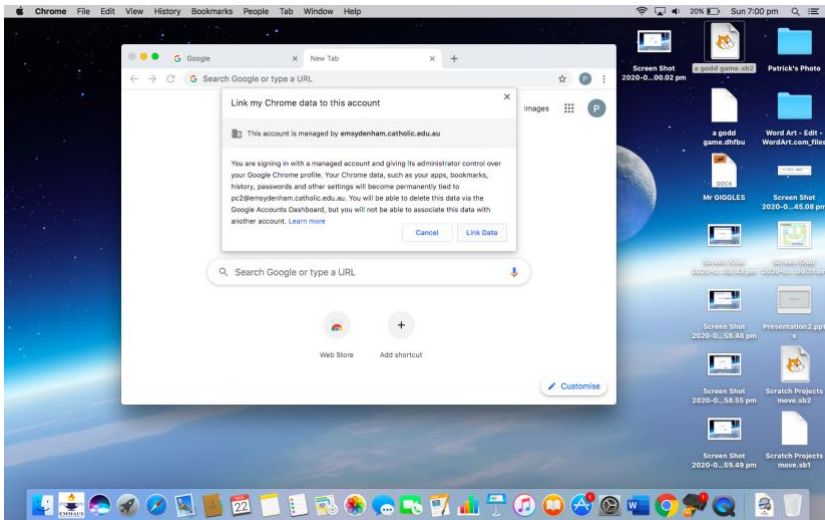
3. Sign in to Google Chrome by entering the student email address.



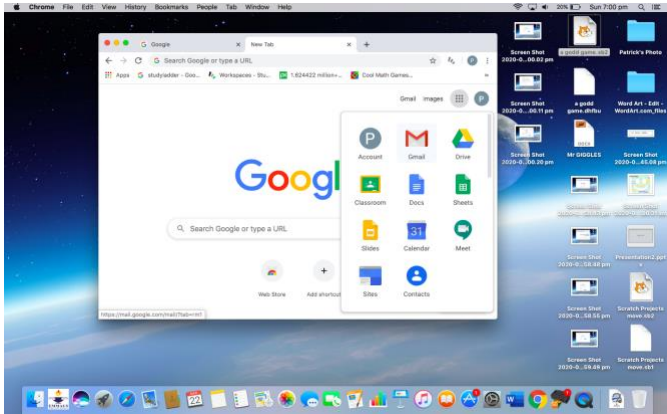
4. Now type in the password



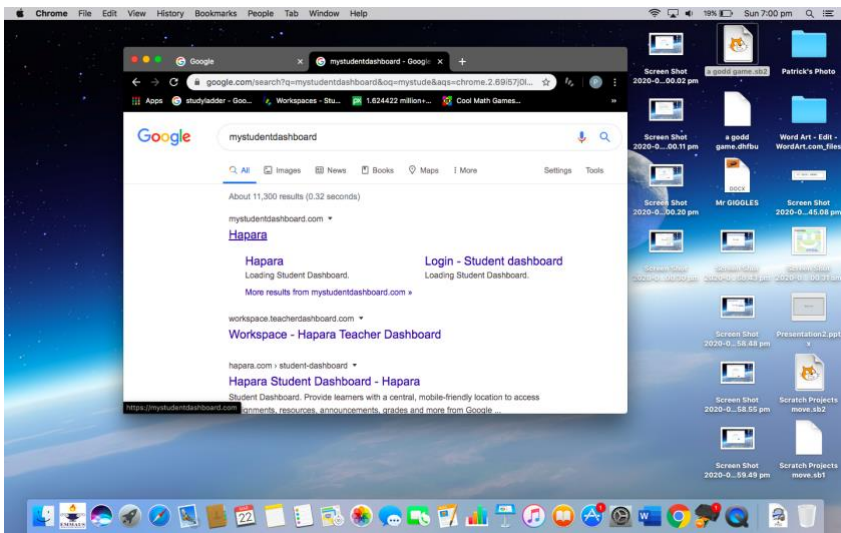
5. Chrome will ask you to link the data- click "Link Data"



6. You now have access to Gmail, Drive, Google Docs, Sheets etc

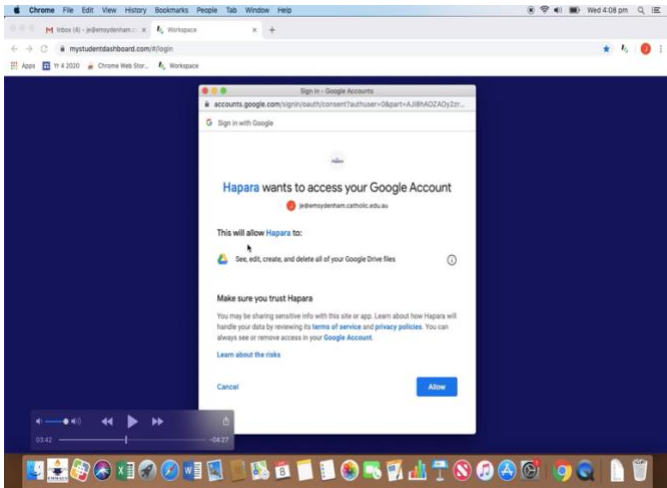


7. To access Hapara type: mystudentdashboard



8. You may get a blue screen with a button asking you to “Sign in with Google” follow the prompts and you have access to Hapara Dashboard.





When opening a Google Doc for the first time in Hapara, you may get a “pop up block” in the top right hand corner. Click on it and select, “Always Allow”.

