

COMPUTER USAGE

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STUDENTS

ICT is part of our society, it engages and motivates students and brings to world to our school.

As part of the enrolment pack an Internet Consent Form must be signed by student and parent before a child can use the Internet. Students are not to access Third party websites unless they have been [specific parental consent for each website](#). These may include Reading Eggs, Studyladder ; any website that requires a log-in and student work stored on a server.

During lunchhours, the students are only to access bookmarked sites from the student homepage. See Sharepoint (below)

Students are NOT to GOOGLE (Bing/yahoo) search unless approved by the Library Duty teacher. Internet addresses are not to be placed into a browser bar unless approved by class teacher or Learning Centre Manager. If appropriate, these sites can then be placed on either the student intranet home page or the class page.

Discussion about protocols when using computers are essential in lessons on care of computers, emailing, web searching and the other communication forms of chats, blogs and forums in collaborative online projects.

Using search engines internet in classroom periods should be supervised, with searching done only under Teacher supervision.



Chatiquette guidelines:

- Always introduce yourself
- Be polite
- Be considerate of differing opinions
- Don't type in ALL CAPITALS - it is called shouting and is considered to be rude
- If answering a question, type the person's name before you answer, example: Jane, I agree with your comment but...
- If you have to leave the chat for a short time, tell the others you will be away or set your chat session to 'away'

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- Don't use sarcasm - it may be misinterpreted. Remember your facial expressions cannot be seen in an online environment.
- Make a positive contribution to the chat
- Don't reply to personal requests on the main chat screen - use Whisper mode
- Give thought to the persona you project
- Say goodbye

Please click to read conditions of use of computers in EQ schools.

These involve cyber safety, not devolving names/addresses, clicking advertisements, authenticity of websites, citing sources through bibliography, chatiquette and appropriateness of responses in blogs and forums.

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STAFF

GYMPIE SOUTH uses a variety of cybersafety/bullying resources. These are referred to constantly throughout the year. The Library program includes a cybersafety and safe online communication strategies embedded in program. (See LIBRARY DRIVE- TEACHING RESOURCES - Cyber safety)

Some include: [E-safety](#)

[Prep to 2 Hectors World](#) BUDD-E Years 3-4 – Not accessible online – stored in Curriculum/common/cybersafety Digital citizenship. Years 5-6 [Educator resources](#)

We follow strict guidelines for computer usage and those students not complying with those responsibilities will lose computer privileges.

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TEACHERS

SCHOOL SERVER

The school intranet contains a vast number of practical and useful digital resources. Most of the programs, curriculum docs, computer activities are stored on the server. There are many digital teaching resources items are stored on the CD APPS /APPS drive but the most relevant should be stored in the SHAREPOINT document library(see below). Some of these computer files are also catalogued and linked via OLIVER the library system available from school only.

The school server has different permissions placed on files and folders. Teachers should have access to Read/Write for the majority of the server while students have limited permissions. If you wish to change permissions on files or folders for student access, please see the IT TECH.

SHAREPOINT

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This is the Staff Homepage accessible from school and home and is an access point for communication. Daily Notices, staff absences, calendar events, links are located on this site. Shared documents such as excursion, medical, timetables, financial, leave forms etc can also be accessed from the Documents library. All teachers have permission to add documents to the document library. Some teachers have permission to edit the homepage and add announcements.

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STUDENT ACCESS

There is also a link to the student homepage under SUBSITES. Students also have a Sharepoint homepage (except generic accounts - Years Prep to 2). TEACHERS can create links to useful resources, upload class photos, create announcements and news through their SHAREPOINT page under the SUBSITE link.

You can also create your own documents for access by students or link to a ONENOTE CLASSNOTEBOOK. This is an easy way to access student digital work as it is in a common area. Teachers can also access individual student folders from the Student Home Drive Click the U: Student Home and type in part of the student mis id.

Class teachers are **responsible for the links** they add to their student homepage on the internet. Please be aware of appropriateness, relevance to curriculum as well as amount of broadband width these sites may take up. Arcade games that have no educational value are not considered appropriate. Refer to Computer Usage.

Generic accounts have an OLIVER shortcut on the desktop where they will access the Library homepage for links to Reading eggs etc.

PRINTING

Printing works on a code and hold system. ALL teachers are given a code and items are held until the teacher enters their code to collect photocopying.

Student printing works on the same system (other solutions in progress). Students MAY NOT access the photocopier/printers. At the moment, student printing will need to either be emailed to teacher or placed in a COMMON folder for easier access by teacher to print.

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CLASS DIGITAL IMAGES

Photolibrary is stored on a [separate Media Drive](#) not on the internet. ALL PHOTOS/MEDIA taken of students, events must be uploaded to photolibrary. Keeping these on your personal devices is a breach of the code of conduct. This is a link from the Sharepoint page under [DOCUMENTS /Library/ Photolibrary link](#). Make a shortcut to your desktop for easy access.

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Each class has a folder to place and organize their digital photos. Considering the changes in technology try and store photos at their maximum size.

Students DO NOT have permission to this drive. If you wish your class/group to use pictures in the photolibrary copy and paste them into your common folder. This is due to the nature of the drive of the photolibrary which is NOT backed up nightly.

With Movie Making , we have folder in PHOTOLIBRARY that is called OUR MOVIES. This is the place to store your completed digital animations or videos in your class folders.

The Video Library is for informative or historical videos.

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SOFTWARE/SUBSCRIPTION/ PROGRAMS

Students regularly use web-based programs as part of their curriculum requirements.

These include – READING EGGS/EXPRESS – all Year levels; LITERACY PRO - Years 4-7; STORYLANDS- in conjunction with the purchased books; STUDY LADDER (free access for 3 activities a day). Links from student homepage. (Ziptales is no longer available) These are paid subscriptions but there are many more third part websites that students may access. If you wish to use a 3rd party website in your teaching, specific parent consent must be given for the student to access this. Please see [the third party consent forms](#) for each year level in the Sharepoint documents library .

A-Z READING SITE subscription has been archived. The resources for this reading scheme can be found in the LIBRARY drive under TEACHING RESOURCES: ENGLISH: READING:

The following programs in WINDOWS 10 are installed or can be installed on classroom and library computers:

TUX PAINT; KODU; SCRATCH off line (due to be updated); PAINT.NET; AUDACITY; MOVIE MAKER; PHOTOSTORY 3 ; MICROSOFT OFFICE 365; NAPLAN BROWSER;

For Teacher use: All CFT should have VLC (for playing video media); Please install the Naplan locked down browser from

<https://www.assessform.edu.au/Layouts/Technology/LockedDownBrowser.aspx>

Only an administrator (IT) can install programs on school computers. Teachers have administration rights on their own laptops.

If you want a program installed on the computers please see the IT tech, Mrs Wood in the library or contact service centre from the sharepoint page link .

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HARDWARE

Interactive Whiteboards (smartboards due to be replaced) or Televisions are found in all classrooms in the Library and Learning Centre and SEP building. There is one extra working Data projector available at this stage. Software for interactive boards (Smartboards) can be found in the library.

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From the library you can access other digital equipment – Rockstars (multiple hub for Mp3) , Drawing tablets, set of digital cameras, a small digital microscope, talking points, chatterbox, digital video camera, webcams, beebots (4 – due to purchase more) , probots (3- Due to purchase more), spheros, digital microphones, buzzer set. These are in the library green room but are available for use in classrooms as you need them. They are also available over long term. Please see the [SHAREPOINT page / DOCUMENTS/ LIBRARY/ DEVICES BOOKINGS](#)

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IPADS AND LAPTOPS

All classroom teachers have an individual ipad. They must complete an external equipment request form when obtaining this and when leaving, sign off through the office on this form. Please keep these ipads in a secure locked area if not taking home.

There are different profiles under which teacher apps are installed; Common apps; Specific year level apps. If there are apps that would be useful for the year level or teacher cohort please let the TL know as they run under a MDM. If it is an app which only you may want to use, you can also sign in under your own Apple ID and install this.

Ipads Years Prep (10) Year 1 (10) 2(14) 3 (14) have dedicated set of ipads. You may borrow and book these through the [DOCUMENTS/LIBRARY/class ipad timetable](#). These ipads have core apps downloaded appropriate for each class level. If you wish to download an app, let the library know as these are managed through a Mobile Device Management setup.

Years 4-6 have a dedicated set of mobile laptops stored in a charging unit in the library. You may book times through the [DOCUMENTS/LIBRARY/class laptop timetable](#). PLEASE book your time EARLIER THAN 7AM on the day as the laptops are sorted for the day at this time.

Years 4-6 have a small set of 5 ipads available for small group work.

There is also a set of 10 older ipads which are not able to connect to the internet or be updated.

“How to Use [IPADS/LAPTOP](#)” powerpoints were created to ensure the devices are used appropriately, safely responsibly and follow the protocols- care, app use and cleaning. Teachers please ensure your first lesson is to view these so students are aware of the procedures and so the system runs smoothly and considerately for all users.

The distribution of these devices were based on a 2018 teacher survey of preferred devices for year level classroom use.

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PASSWORD CHANGES

Each student from Year 3 to 7 (Year 2 Mid year) have their individual user names and passwords. These change every term. To avoid confusion, the students have a special word as their password with a capital letter, the rest small letters, no spaces and then the year and term.

For Example:

USER NAME: gwood123 (this does not change) PASSWORD: Roses2001

When this password changes only the last digit change. EXAMPLE: Roses2002

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It is useful for teacher to have password list of their class for when children forget their password or they are not with their usual teacher. It is the teacher/supervising adult's responsibility to update this password if they need to be changed during a session.

Years Prep 1 2 have a generic folder where their documents are stored.

USERNAME: P.1221 PASSWORD: Gsss 2001 to start the year.

USERNAME: 1.1221 PASSWORD: Gsss2001 to start the year.

USERNAME: 2.1221 PASSWORD: Gsss2001 to start the year.

The Year Prep – 2 children are NOT to change the password. This will be done by the supervising teacher/s when expiry is due to avoid confusion.

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EDUCATION QUEENSLAND IT POLICIES

***Please be aware of **the internet permission** for children to have their images and /or work published in various mediums – internet, school magazine, newspaper etc. This information can be accessed through the office or from the enrolment consent form or as a class list.

Keep personal files and graphics to a reasonable file storage capacity and clean up the files regularly. The Library copies and burns all data to disks and hard drives at the end of each year. Teachers are responsible for copying individual students work if they wish to send it home at the end of the year.

Third party website policy has become a major issue. Permission forms for each third party website that students access MUST have parental consent. [See Year level permission notes for 2020.](#) Ensure teachers include all the intending websites to be access in the enrolment/letter for new and continuing students.

- [Risk Management – catalogue of assessed websites](#)
- [Smart copying](#)
- Ask a question about Copyright- <http://www.copyright.org.au/>
- [IT POLICIES AND PROCEDURES](#)

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Trouble shooting - CONTACT

IT TECH Monday Tuesday – Bevan Webb

Wed Thur Fri – Maria Wood/

Link to IT SUPPORT through Sharepoint

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