

ICT RESOURCES AND PROTOCOLS 2022

STAFF PRESENTATION



**PODCAST TALKING THROUGH KEY POINTS OF THIS
PRESENTATION**

STUDENT LOGIN SHEET

All students P - 6 should be set up with a computer login sheet at the start of the school year. A copy of this sheet should be glued into their 'Home Learning Book' and a copy kept at school.

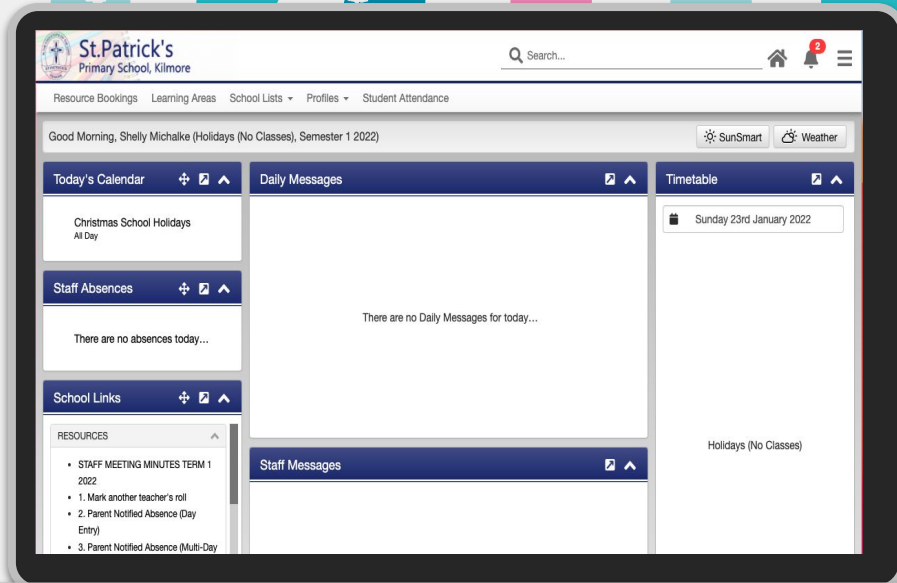
This sheet should contain login details for:

- School Network (Year 2 - 6 to log onto the computer)
- Google (Year 3 - 6)
- Seesaw
- Mathletics
- Essential Assessments
- Wushka
- Scholastic
- Nessy (for students who use this program)
- Mathseeds (for students who use this program)

In addition this sheet should also include;

- Students email address
- Classroom teachers email address





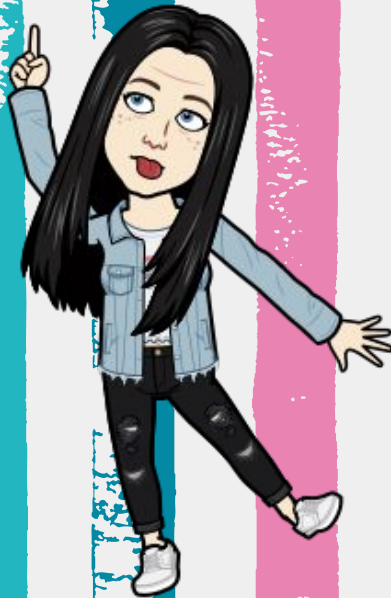
SIMON

Learning Management System

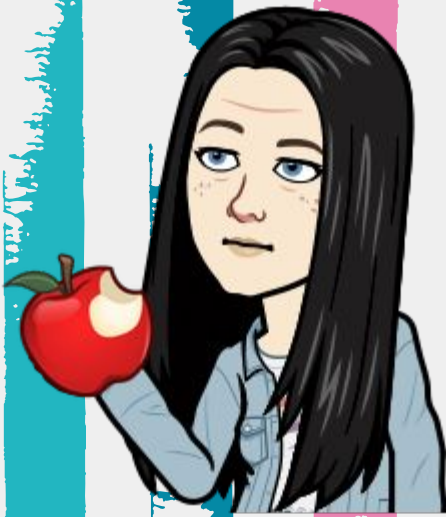
Please ensure you bookmark "SIMON" and look at your SIMON Homepage at the commencement of each day.

You will find:

- Daily staff messages
- Notification of any Yard Duty Changes
- Links to:
 - Mark your roll
 - Log an incident (behaviour tracking)
 - Weekly Bulletin
 - Timetables & Rosters
 - Student of the Week Documentation
 - Planning documents
 - Maintenance Request
 - Resource Links
 - Teaching & Learning Links
 - Technology Links
 - Student Wellbeing Links
 - School forms



EMAIL



STUDENT EMAILS

Students from Year 2 - 6 have been set up with a St Patrick's email account that will remain with them until their graduation.

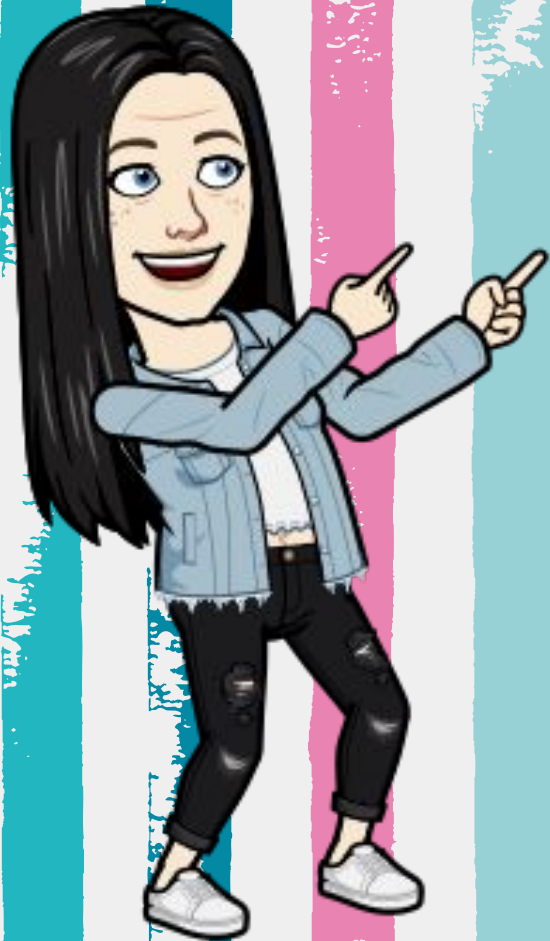
A list of student emails has been provided to each classroom teacher.

Year 2 students will not begin using emails until Semester 2.

Student emails can be monitored by the classroom teacher and members of leadership via Hapara.

STUDENT EMAILS

Staff emails can only be monitored and retrieved through MACS.



NETWORK LOGIN

STUDENTS

Students from Year 2 - Year 6 are required to login to computers using their **Network** login.

Network logins for your students have been provided to you in your orange folder.

This same login will remain with the students right through their time at St Patrick's and will not change.

USERNAME: (first three characters of their email address)

PASSWORD: (5 letter word + 4 digit student number)

STAFF NETWORK LOGIN

All staff have been provided with a Network login this will provide you access to saving and retrieving documents on the school network and is only accessible onsite unlike Google Drive.

STUDENT GOOGLE LOGIN

Students from Year 3 - Year 6 have been set up with St Patrick's Google Accounts to enable them to access Google Workspace for Education and the many platforms available within this suite of tools.

Year 2 students also have a Google account however they will not commence using these until Semester 2.

Google account login details are:

Username: Student's St Patrick's email address

Password: The same password as their Network Password (5 letter word + 4 digit student number)



HAPARA

Monitoring Students Online Activity

- Hāpara's is a classroom management tools that gives teachers visibility into students' browser activity including Current Screen, Google Drive and Email.
- Explicitly showing students what you have access to via Hapara will help them become independent online learners. With positive guidance, we can empower our students to stay productive during digital learning.
- It is important that ALL students log into Google Chrome Correctly. I have made a very quick video demonstration for you to share with students upon your first login to ensure they are logging on correctly.
- Hapara is in the process of being set up for year 3 - 6 this is a tool we use for monitoring student use of ICT. I will make a time to meet with your team to run through this once it is up and running in the next week.

STUDENT 'HOW TO VIDEO' LOGGING ON TO GOOGLE CHROME

asdfghijkl;
kvjiad
ilkdf



SEESAW

Please check your Seesaw classroom to ensure all students in your class appear in your classroom.

Seesaw classes have been set up for 2022 and student learning codes have been provided to all classes in your orange folder.

Parent invitations have been printed for Prep Team.

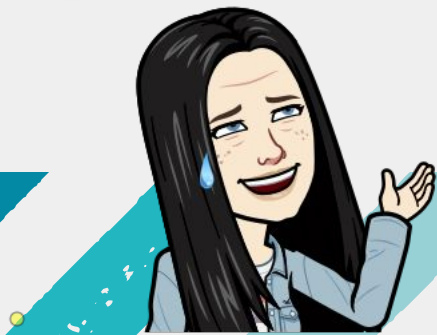
Year 3 - 6 will need to print out parent invites for new students or email the parents the Seesaw invite code.

Should you need any help with using and/or managing Seesaw in your classroom or specialist area please email me and I will organise a time to meet with you.

What do we use Seesaw at St Patrick's;

- Connect families with school.
- Share student achievement with families.
- Create a portfolio of student work
- Send messages to families
- Teach our students valuable digital skills
- Students are able to share in a safe online environment.

SEESAW



GOOGLE CLASSROOM

Google Classroom has been set up for all Year 3-6 classes

Please check all your students have been invited to your Google Classroom



Google Classroom is part of the Google for Education suite of online tools that allows teachers to set assignments, have work submitted by students, to mark, and to return graded papers. It, effectively, was created as a way to get rid of paper in classes and to make digital learning possible. It allows the teacher and students to more efficiently share information and assignments.

I will hold some Tekkie Brekkie's to support anyone new to Google Classroom and I am happy to work with you during your individual planning time.

CYBER SAFETY

Cyber Safety lessons are going to take place across the school from 2:15 - 3:00 each Monday when there is no assembly. This will occur 3 times in Term 1, 2022

Cyber Safety Lesson content has already been discussed with teams during our planning day,

I am available to support teachers across the school during these lesson times but you will need to book me in.

- Classroom Teachers 2-6 are to read through the Internet User Agreement with the whole class and have each student sign a copy. (Please send signed copies to Shelly)
- Classroom Teachers 3 - 6 need to review [mobile phone use presentation](#) with students
- Classroom Teachers 3 - 6 need to ensure all students know where to access the Cyber Incident Report and have them log into Google Classroom to locate it. Discuss the purpose of this report.
- Classroom Teachers P-2 to discuss what students can do if they have a Cyber Incident issue.

All cyber incidents must be logged on SIMON

- Cyber Incident Reporting - Google Classroom 3 - 6 & Juniors Verbal to teacher who will then record on 'Cyber Incident Report' Linked on SIMON

CYBER SAFETY

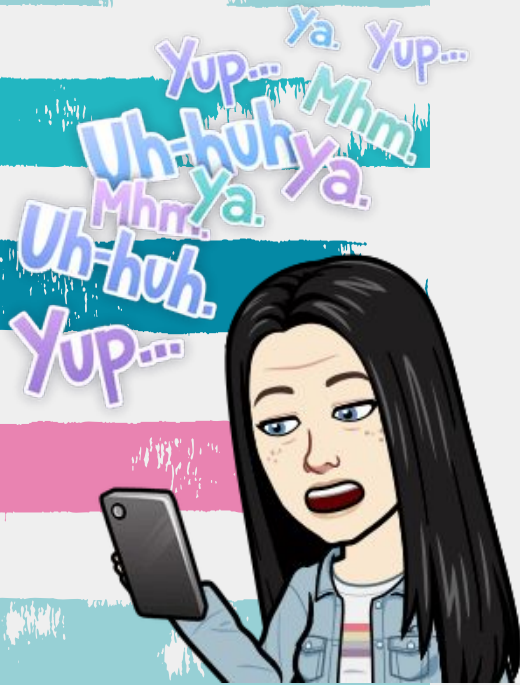


MOBILE PHONES

It is extremely important that we are all consistent in our expectations of Student Use of Mobile Phones on whilst at school.

STUDENT MOBILE PHONE PRESENTATION

Please ensure you and your students are familiar with the expectations around mobile phones and other mobile devices by using the above presentation in your first cyber safety lesson with students (Year 3 - 6)



ICT USER AGREEMENTS

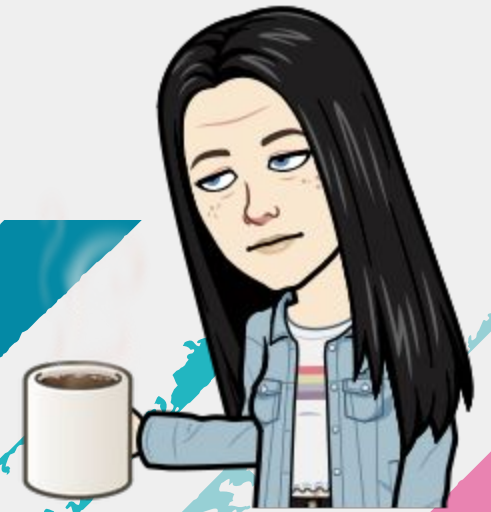
Both students and parents are expected to read and sign our St Patrick's ICT User Agreement.

- A copy for each student has been provided to each class in the orange ICT Folder.
- There is a Junior School and Middle - Upper School User Agreement
- Teachers need to read through the ICT User Agreements with all students during Cyber Safety Lesson
- Students need to sign and date the User Agreement and return to teacher
- Once all student user agreements are returned they should be sent to Shelly
- Parent ICT User Agreements will be sent out via SIMON for parent signature

MISUSE OF TECHNOLOGY

- User agreements will be called upon should there be a cyber incident or misuse of technology.
- Any form of Cyber Bullying or misuse of technology should be logged as an incident on SIMON
- Please email Shelly if you require support regarding misuse of technology

AGREEMENTS



CLASSROOM DEVICES

- All students from Year 2 - 6 have google passwords and remain the same as last year.
- A copy of these passwords have been provided to all teachers (orange folder)

YEAR 3 - 6 DEVICES

- Years 3 - 6 now have 1:1 devices ‘
- Each student is allocated a computer for classroom use.
- It is important that students only use their allocated device.
- There should be no need to use any other device. Should a students device require repair they should be sent to Cathy Minogue. Students will be given a loan laptop until their device is returned.
- This also means students can remain logged in to google and can select remember password for all accounts
- This will also help track damage and/or misuse more efficient

**IT IS EXTREMELY IMPORTANT THAT STUDENTS ARE LOGGED INTO
GOOGLE CHROME CORRECTLY**

DEVICES



CLASSROOM DEVICES cont...

PREP DEVICES

- Prep students will continue to use iPads

YEAR 1 - 2

- Year 1 & 2 Classrooms have a bank of 10 computers in each classroom
- There is a further bank of 20 laptops in the shared area which will allow for classes to have 1:1 laptops when required.
- Year 1 - 2 teachers will need to communicate with each other requirements of middle area laptop bank.
- Laptops can be shared between year level only.
- Year 2 laptops require students to login and should only be used by Year 2 students
- Year 1 laptops are auto login and should only be used by Year 1 students

DEVICES



CLASSROOM DEVICES cont...

- Each classroom is provided with 1 Ipad for the purpose of Seesaw and taking photos
- Your classroom iPad is ready for collection from the Library including Specialists
- We are awaiting the delivery of an order for a new iPad for each classroom. These will be distributed once arrived and old classroom iPads will be available as a class set.
- Student Services iPads will be provided in the coming days and are dependent on students in your classroom
- CPens will also be provided to students in the coming days. I will sit with individual students to run through how to use CPens.
- It is an expectation that if a child/ren in your class have been provided with a CPen they will be supported by the classroom teacher to use them on a daily basis in the classroom

DEVICES



CLASSROOM DEVICES

- With guidelines now encouraging learning spaces outside we are supporting this with the use of devices in outdoor learning spaces.
- Please ensure that students using devices outside;
 - Are monitored via Hapara
 - Only use devices on a table (no chairs or laps)
 - Walk with laptop lids closed
 - No food or drink near laptop

DEVICES



SUPPORT



ICT SUPPORT

- Please invite me into Team Planning or Individual Planning over the coming weeks if you require any support as a team or individual in using any programs or devices.
- Tekkie Brekkies will be held in the mornings throughout the Term.
- How to Videos will be emailed to all staff and are also available via QR code on the back wall in the meeting room.
- PL on the Loo will appear soon
- ICT Support Request form - [link on SIMON](#) Please note there are 2 forms one for 'Device Repair' and one for 'ICT Support'
- Any issues with devices should be logged on 'Device Repair' form and the device should be sent to Cathy Minogue in the library.



ICT SUPPORT

Please note the following contacts should you need any additional ICT Support:

Cathy Minogue: Devices requiring repair, loan devices

Kate Filipovic: All things SIMON including permissions, marking the roll, parent accounts (and a lot more)

Shelly Michalke: Curriculum, Classroom Support, Professional Learning, Programs & anything Google

Thach: Thach is our IT Technician, onsite every Wednesday.

SUPPORT

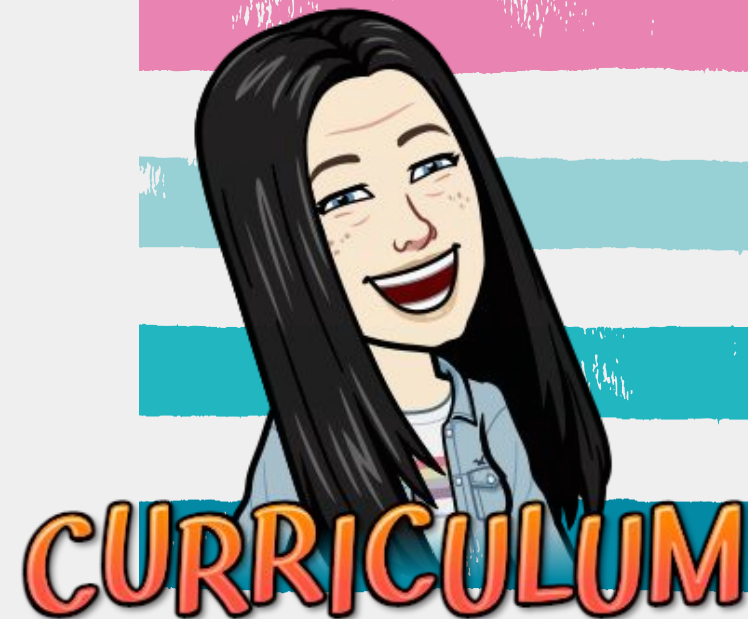


IMPORTANT INFORMATION

It is important to note that **ICT** and **Digital Technologies** are **NOT** the same Curriculum.

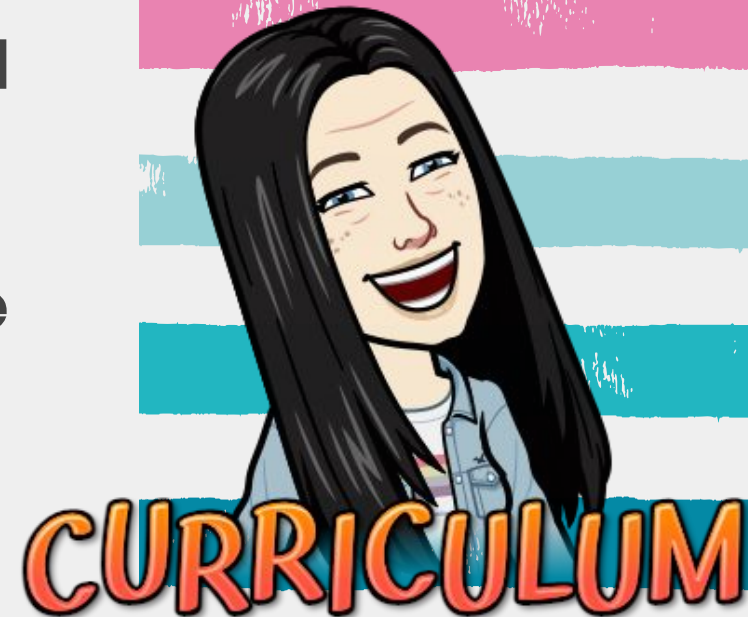
In fact ICT is now considered a general capability which involves students using digital devices effectively to communicate, collaborate and create. It is an expectation that ICT skills are taught throughout the curriculum and therefore there is no curriculum outcomes for ICT. It is a given in today's technology centred world that this is being taught daily.

DIGITAL TECHNOLOGIES is an explicit curriculum and it is through this curriculum and in fact the entire Vic Curriculum that students apply their ICT capabilities to support their learning.



DIGITAL TECHNOLOGIES & DESIGN TECHNOLOGIES

- Your year level Digital Technologies curriculum is mapped during planning days.
- Team Planning support is encouraged throughout the Term for Digital & Design Technologies as well as general ICT capabilities.
- Year 6 will be preparing for Digital Literacy Naplan online for the first time in 2022



Please ensure you check that you have the correct students enrolled in your class on SIMON prior to Tuesday morning for the first roll mark and contact Kate Filipovic if you have any errors.

Please check your class is correct on all other programs such as Seesaw, Google Classroom, Mathletics, Essential Assessments, Literacy Planet, Wushka etc and contact the relevant leader should you need any changes.

AND FINALLY

