



# Welcome to Padlet Backpack.

Backpack is the licenced version suitable for schools and universities.

**Important information -please read before using Padlet Backpack.**

## What is Padlet?

Padlet is essentially a collaborative cork board, or virtual wall, that can be used by any CSU staff to present information and encourage collaboration with students and between students, and with other staff across all campuses.

It allows everyone with access to the padlet to express their thoughts on a common topic easily.

It works like an online sheet of paper where people can put any content (e.g. images, videos, documents, text) anywhere on the page, together with anyone, from any device.

It allows for a 100MB video, a 50MB Photoshop file, and files up to 250MB in size to be used.

## Access

1. Staff are to notify students **NOT TO SHARE** the link to the Padlet with anyone including fellow students. The location of the stored information in Padlet is outside a CSU internal server and the link can be copied and shared to outsiders, so there could be security issues. If still unsure, request information from [padlet@csu.edu.au](mailto:padlet@csu.edu.au).
2. The Student Usage Guidelines are to be **made available** to students **in every Padlet** and staff should encourage the student to read them. [Student Usage guide](#)

## Content

1. Staff are requested **NOT TO USE** Padlet for **Assessment tasks** during the **12 months** trial period ending 3/02/2020. Charles Sturt University (CSU) does not currently have the capacity to save the Padlet assessment artefact for the required time of between 1 and 6 years.
  - a. Records Management Policy - Student Records and Assessment Items Access - <https://policy.csu.edu.au/document/view-current.php?id=274>
  - b. General Disposal Authority 23 as set by State Records NSW - <https://arp.nsw.gov.au/gda-23-general-retention-and-disposal-authority-university-records>
2. Staff **should NOT encourage** students to post photographs of themselves in introductory Padlets as this could leave the student open to identity theft.

## Staff Guidelines for using Padlet Backpack.

You must adhere to the following guidelines when using External Technologies (ET's) related to your teaching.

### ***Use common sense***

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from your Head of School or the Division of Learning and Teaching before doing so or refrain from sharing the content to be on the safe side.

### ***Protecting your privacy***

Be smart about protecting yourself and your students' privacy. You should not disclose your personal details. No personal information should be shared on external technologies, including full name, addresses, towns and images that may have geolocation metadata unless you can be confident the content cannot be viewed by anyone external to the learning group.

### ***Honesty***

Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. CSU recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest please use your real **first name only**, or name that you are known by.

### ***Respect confidentiality and sensitivity***

When using any technology that is not part of the CSU Learning Management System, you must maintain the privacy of Charles Sturt University and your student cohort. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of the University.

Remember, if you are online, you are on the record—much of the content posted online may be public and searchable.

When using External Technologies you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors.

### ***Complying with applicable laws***

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

### ***Abiding by copyright laws***

It is critical that you comply with the laws governing copyright in relation to material created or owned by others. <http://libguides.csu.edu.au/c.php?g=139561&p=913466>

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source:  
<http://student.csu.edu.au/study/skills/guidesandtips/referencing>  
<https://library.csu.edu.au/research/manage-and-cite-references>

It is good practice to link to others' work rather than reproduce it.

### ***Discrimination, sexual harassment and bullying***

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using External Technologies you are also bound by Charles Sturt University's values and policies

### ***Dealing with mistakes***

If you make an error while posting on any External Technology, be up front about the mistake and address it quickly with your Head of School / lecturer.

### ***Conscientious behaviour and awareness of the consequences***

Keep in mind that what you write is your responsibility.

**How to Use Padlet** - (Please Note that it is for the free version)

<https://www.youtube.com/watch?v=UkBnwPqaljA&feature=youtu.be>

## **For Colleagues wanting to register for the Licenced version of Padlet**

To register for a new account or transfer your free account email [padlet@csu.edu.au](mailto:padlet@csu.edu.au)

In the Subject field use 'New Account' or 'Account Transfer' or 'General Question' to allow a quick response from the appropriate support person.

Please include:

Name:

Faculty/Division:

School/Unit:

Email Address:

Telephone extension:

For further information on anything Padlet contact Kim Nevins [knevins@csu.edu.au](mailto:knevins@csu.edu.au) or phone 57564

## Policies

Academic Communication with Students Policy <https://policy.csu.edu.au/document/view-current.php?id=139>

Academic Integrity Policy <https://policy.csu.edu.au/document/view-current.php?id=387>

Code of Conduct <https://policy.csu.edu.au/document/view-current.php?id=3&version=3>

External Educational Technologies for Learning and Teaching Guidelines  
<https://policy.csu.edu.au/document/view-current.php?id=344&version=2>

External Educational Technologies for Learning and Teaching Policy  
<https://policy.csu.edu.au/document/view-current.php?id=343&version=2>

Information and Communications Technology Security Policy  
<https://policy.csu.edu.au/document/view-current.php?id=398&version=1>

Information Security Guidelines <https://policy.csu.edu.au/document/view-current.php?id=470&version=1>

New Learning Technologies Approval Policy <https://policy.csu.edu.au/document/view-current.php?id=388&version=1>

Personal Data Breach Procedure <https://policy.csu.edu.au/document/view-current.php?id=464&version=1>

Privacy Management Plan <https://policy.csu.edu.au/document/view-current.php?id=218&version=2>

Records Management Policy <https://policy.csu.edu.au/document/view-current.php?id=165&version=1>

Referencing Policy <https://policy.csu.edu.au/document/view-current.php?id=273>

Social Media Use Policy for Staff <https://policy.csu.edu.au/document/view-current.php?id=384&version=1>

Student Charter <https://policy.csu.edu.au/document/view-current.php?id=268&version=2>

Student Misconduct Rule 2018 <https://policy.csu.edu.au/document/view-current.php?id=501&version=1>

Technology Governance Committee - Membership and Terms of Reference  
<https://policy.csu.edu.au/document/view-current.php?id=96&version=4>

## Strategies

Technology Initiatives (TI) <https://www.csu.edu.au/division/dit/initiatives/initiatives-and-strategy-implementation-plan>