

Digital Technologies Acceptable Use Agreement

Cybersafety is an important issue for young children. By the time children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps.

Part A: School Profile Statement

Berwick Chase Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

This acceptable use agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. laptops, printers, iPads)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Edmodo)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups
- wikis (e.g. Wikipedia), vod and podcasts
- video conferences and web conferences
- robotics equipment
- cloud services such as Office 365.

At Berwick Chase Primary School we:

- support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behavior of all members of the school community.
- have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behavior.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - Bullystoppers Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child, providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Office of the Children's eSafety Commissioner:
 - Bullystoppers Interactive Learning Modules for Parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - iParent (<https://esafety.gov.au/education-resources/iparent>)

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Please read the following rules carefully with your son/daughter and sign and return the declaration to the office or your classroom teacher. Please retain Part A and the top half of Part B for your future reference. By not signing this agreement, your child will not be able to log onto the school network or use digital technologies for publishing their work, for research or for any other purposes during school hours.

If you have any concerns about this agreement, please contact the Principal on (03) 9707 7799. For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/guardians call Parentline 132289 or visit <http://www.esafety.gov.au>

Part B: Student Declaration

When I use digital technologies and the internet I:

Communicate respectfully by:

1. always thinking and checking that what I write or post is polite and respectful.
2. being kind to my friends and classmates and thinking how the things I do or say online might make them think or feel.
3. working to stop bullying. I don't send mean or bullying messages or pass them on to others.
4. creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

Protect Personal Information which means I:

5. am aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.
6. will protect my friends' information in the same way as my own.
7. will protect my passwords and will not share them with anyone except my parent.
8. will only ever join spaces with my parents or teacher's guidance and permission.

9. will not answer questions or post identifiable information about myself without asking a trusted adult first.

Respect Myself and Others which means I:

10. stop to think about what I post or share online.
11. use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help.
12. protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
13. speak to a trusted adult if I see something that makes me feel upset or if I need help.
14. speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared.
15. don't deliberately search for something rude or violent.
16. turn off or close the screen if I see something I don't like and tell a trusted adult.
17. am careful with the equipment I use and notify a teacher of any damage or attention required.
18. will use devices for school related purposes only.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Please sign and return the section below to the office or your child's classroom teacher.

Digital Technologies Acceptable Use Agreement

Parent/Guardian Agreement

I/We have read the Acceptable Use Agreement and understand that although this document is not a legally binding document, my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I/We understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately. By signing this agreement, I/we will endeavor to support the school in making sure my child is a safe and responsible user of digital technologies.

Parent/Guardian Signature: Date:

Student Agreement

Berwick Chase Primary School acknowledges the commitment of to being a polite, safe and responsible user of digital technologies.
student name

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe. If I break any of these rules, then I may be unable to use digital technologies at Berwick Chase Primary School. I will need to re-negotiate how I use digital technologies at school.

Student Signature Date: