

3/4 Acceptable Use Agreement

GUIDELINES AND CONDITIONS ACCEPTABLE USE PROCEDURES FOR THE SCHOOL'S INTERNET, MOBILE DEVICES AND ONLINE SERVICES

Acceptable Use Agreement For Students in Years 3 and 4

This agreement lays out the expectations that we are working towards embedding by the end of Year 4. Students may find some of these things hard to understand without talking it through with a parent or guardian. Although the teachers will speak to your child about these expectations, we ask that you read this agreement carefully and discuss each expectation carefully with them. Please do not hesitate to see your teacher regarding these expectations.

At Balwyn Primary School we support the rights of all members of the school community to 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 behaviour of all members of the school community.

At our school we:

- have a **Student Engagement and Wellbeing Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour;
- 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 safe and responsible use of digital technologies, potential issues and the 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 Cybersmart:
 - Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx);

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, tablets, printers, scanners);
- mobile phones and student owned devices;
- email and instant messaging;
- internet, intranet;
- social networking sites;
- video and photo sharing websites (e.g. YouTube);
- blogs or micro-blogs;
- forums, discussion boards and groups (e.g. Google groups);
- wikis (e.g. Wikipedia);
- vod and podcasts;
- video conferences and web conferences.

Consequences:

I know that if I do not follow these expectations there will be consequences I will have to accept. These consequences may be:

- removal of network access privileges;
- removal of email or online services privileges;
- removal of internet access privileges;
- removal of printing privileges;
- paying to replace wilfully damaged equipment;
- other consequences as outlined in relevant school policies or as determined by the school principal.

Appendix A: Safe and Responsible Behaviour

GENERAL EXPECTATIONS FOR STUDENT BEHAVIOUR WHILST USING TECHNOLOGY

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- 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.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

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

Student Expectations

When using digital technology at school and home I will always:

“THINK SAFE!”

T

Tell my parents, guardians or a teacher if I see something on a computer, tablet or internet that makes me feel sad, unhappy or scared.

H

Hide my passwords and passcodes and only share them with my parents, guardians or my teacher – NEVER with my friends.

I

Interesting websites and Apps are cool BUT I will always check with my parents, guardians or my teacher if I can play or use the App or website.

N

Name calling and being mean with a computer, tablet or internet is NOT cool and can be cyber bullying. I will always be nice online.

K

Keep my personal information (like my name, photos or videos, address, phone number or school) safe and NEVER share it online without permission from my parents, guardians or teacher.

S

Stay in a public place, like a lounge, family room or classroom, when I use technology.

A

Always follow instructions from my parents, guardians or teachers about how to safely use technology.

F

Find a balance between using computers, tablets and the internet and playing games outside, reading and meeting up with friends. I know it isn't healthy to use technology ALL the time.

E

Everyone uses the internet and that is A LOT of people. I know I don't know everyone on the internet and I need to be careful and not talk to people on a computer or tablet unless Mum, Dad or a teacher is with me.

!

I know that if I don't follow the THINK SAFE! way, there will be consequences and I will help to try and fix any issues I am involved in.

NOTE: The THINK acronym is used from the Cyber Smart website: <http://www.cybersmart.gov.au/young%20kids/online-safety/Think.aspx>