

5/6 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 Year 5/6

This agreement lays out the expectations that we are working towards embedding by the end of Year 6. 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, 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);
- vodcasts and podcasts;
- video conferences and web conferences.

Student Expectations

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Only using devices when permitted/directed to do so by a teacher and under their supervision;
- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Never posting, sharing or saving information on a public website without permission from my teacher;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies and is inappropriate for a primary school audience;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or other online services with a user name or password of another student.

In addition, when I use my Bring Your Own Tablet device on the school premises, I agree to be a safe, responsible and ethical user at all times, by:

- Using my device only when directed by a teacher for specific learning purposes and understanding that my device will not be required for every lesson;
- Keeping my device on silent during class times, and only sending or reading messages when off the school premises (except when approved as part of a lesson);
- Ensuring that any content that is accessed, used or shown to others on the device is for an educational purpose and appropriate for a primary school aged audience;
- Storing and transporting my device safely while at school;
- Only taking and sharing photographs, sound or video recordings when:
 - directed by a teacher for a specific educational purpose;
 - participants are aware the recording is taking place and have provided their consent.

Consequences:

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

- 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;
- No longer being able to bring in a personal device for use at school;
- 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 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.