



# ACCEPTABLE USE AGREEMENT YEARS 5 - 6

## Part A: School profile statement

At Murrumbena 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 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
- 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
- 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 Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)



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## Part B: Student declaration

When I use digital technologies (e.g. Internet, Edmodo, cameras, mobile devices etc.), I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, school name, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- 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 behaviours
- closing any web pages or emails containing inappropriate content and informing the teacher
- asking the teacher's permission before communicating with others online and only using language appropriate in my school
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- only using school software and not bringing or downloading unauthorised programs or games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.



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## Part C Acknowledgement

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

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

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

## Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

School name: \_\_\_\_\_

School contact name: \_\_\_\_\_

School contact no.: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Part D Family Information

### About the agreement:

In signing this agreement your child will be agreeing to behave responsibly and sensibly online and to take appropriate action when and as required.

### Advice to support the safe and responsible use of digital technologies at home:

At school, digital technologies are used to support teaching and learning. The Internet can provide access to engaging, informative spaces, images and videos. Each space that is used at school has a purpose, audience and tool set, including those around security and protection.

At home, the Internet is often used differently as a social place to meet, play and chat. The school recommends that parents:

- Discuss the importance of being safe and responsible when using technology.
- Monitor their child's use of technology at home in a shared space (not a bedroom).
- Negotiate appropriate times for online activities and use of mobile phones.
- Consider the use of 'safe search filters' freely available as settings on Google, Bing etc.
- Ensure their child adheres to age-restricting guidelines regarding social network sites. Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example, children under 13 years of age are not permitted to access Facebook.

Key Discussion Questions for parents to ask their children at home:

- What is the purpose of this site/space?
- How does it work? How did you set it up? What are the terms and conditions of use?
- Who else is sharing this space? Do you know them or did you meet them online? Who is in control of this space?
- Can you see any risks or dangers in the activity? What would you say to warn/ inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened on line? Who would you tell?
- When wouldn't you tell and why not? *Research shows that students are reluctant to report issues and put their Internet/phone access at risk.*