Acceptable Use Agreement

At Glen Huntly 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 Inclusion Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate and disrespectful (online) behaviour
- educate our students to be safe and responsible users of digital technologies, with support of the eSmart Framework
- 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 completely 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 and encourage 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 Office of the Children's eSafety Commissioner:
  - **Bully Stoppers Interactive Learning Modules – Parents** (http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - **Office of the Children's eSafety** Commissioner (https://esafety.gov.au/)

Safe and responsible behaviour

Below are expectations of student behaviours when using digital technologies and the internet. These are aligned with our school's **Student Engagement Policy** and **eSmart Policy.** The acceptable use agreement of safe and responsible behaviour includes a student agreement/licence which acknowledges student's commitment to being polite, safe and responsible user of digital technologies and the internet.

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 will:
- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent/s
- 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 will:
- 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
- not deliberately search for something rude, violent or inappropriate
- turn off or close the screen if I see something I don't like and tell a trusted adult
- be 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 agreement/licence

Student agreement/licence

_____

(Principal or teacher)

acknowledges the commitment of

_____

(student)

**to being a polite, safe and responsible user of
digital technologies.**

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.

_____   _____

Student's signature   Teacher/Principal's signature

Date

_____

Implementation

All students will undertake a Cybersafe program within their class utilising eSmart and eSafety resources. All students will be required with their parents/guardians to sign the Acceptable Use Agreement before they will be allowed on-line or on any device. The school community will be provided with Cybersafety information on a regular basis through weekly articles in the newsletter and parent information sessions.

Incidents of inappropriate use of technology or cyberbullying will not be tolerated at Glen Huntly Primary School and victims and their carers will be encouraged to report incidents. Cyberbullying occurs when a child is repeatedly over a period of time teased, tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the internet, mobile phone, instant messaging, e-mail, chat rooms, social networking or other types of digital technology. Safe and responsible behaviour online is explicitly taught at Glen Huntly Primary School, and parents/carers are requested to discuss with their child and reinforce this behaviour at home.

You can view and use cybersafe resources such as **Bully Stoppers** and **eSmart** to use as talking points to discuss the importance of cybersafety with your child/ren at home - https://www.esafety.gov.au/ and http://www.education.vic.gov.au/about/programs/bullystoppers/.

Students are advised to report an incident if:
- they feel that the welfare of other students at the school is being threatened
- they have experienced an incident of Cyberbullying
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable
- someone asks them to provide information that they know is private
- they accidentally do something that is against the rules and responsibilities to which they have agreed

The school's **Student Engagement, Bullying Prevention Policy and Anti-bullying Statement** will determine action taken for breaches of this agreement. Any student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as decided appropriate by the Principal and teachers involved. Parents will be notified if students are involved in any incidents of bullying/cyberbullying. Notification will also be given when computer privileges are suspended or withdrawn.

Bully Stoppers.
Make a stand. Lend a hand.

Acknowledgment

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, tablets, iPads)
- Mobile phones **and** student owned devices
- Email
- Internet use
- Video and photo sharing
- Blogs
- Forums, discussion boards and groups (e.g. Google groups and Google Classroom)
- Wikis
- Podcasts

N.B: ALL social networking sites and apps are restricted and prohibited for students under the age of 13 years. This includes: Instagram, Facebook, Twitter and Snapchat. Consequences will be issued for students are found to be using such apps or programs during school time. The use of these programs outside school time should be at parent discretion.

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.

I understand that my child needs 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, Anti-bullying Policy, Anti-bullying Statement and eSmart policy if my child does not behave appropriately.

Student name: _____

School name: _____

School contact name: _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____