



Acceptable Use Agreement

School profile statement

At Bunyip Primary School we support the rights of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's role and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces

As per Victorian Government policy mobile phones will be banned for all students at Victorian state primary schools from Term 1 2020. Students will be required to switch off their phones and store them in a secure location from the start of the school day until the final bell. When emergencies occur, parents or guardians can reach their child by calling the school.

At our school we:

- have a Student Engagement and Wellbeing Policy and Behaviour Management Policy that state our school's values and expected standards of student behaviour, including consequences for breaching the standards. These policy extends to online conduct.
- have programs in place to educate our students to be safe and responsible users of digital technologies.
- Provide information about digital access issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom
- use clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities, and removing offensive content at earliest opportunity (more information is available (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- provide a filtered internet service to block inappropriate content. We acknowledge that full protection from inappropriate content can never be guaranteed
- use online sites and digital tools that support students learning
- 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 and the strategies that they can implement at home.

The following resources provide current information from both the Department of Education and Training and The Children's Safety Commission:

- [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>)
- [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

Safe and responsible behaviour

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
- never participating in online bullying, I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work. If I do copy something from the internet, I will acknowledge the creator by sharing the website link

When I use digital technologies and the internet I **protect personal information (my privacy)** 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 or teacher
- 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:

- only save into my folder what my teacher has asked me to save (i.e.: I will not find/bring games/music from home on a USB and save it into my school folder)
- 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 (their privacy)
- will speak to a teacher or trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- 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/:

- discuss ways to be a safe and responsible user of digital technologies and the internet.
- present ideas around the ways that we can be a smart, safe and responsible user of digital technologies and the internet.
- use the computer for the intended purpose of the activity
- leave the computer settings in their pre-set condition

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

Acknowledgment

This acceptable use agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, tablets, printers, scanners)
- 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.

I will not give false/misleading information to register to use social media platforms or other apps that have age (or other) restrictions on them and acknowledge that these restrictions are in place to protect me.

Parent and student declaration

Complete, sign and return this page (only) to the school office. Please retain the acceptable use agreement for your information and future reference.

Student declaration

I have read this acceptable use agreement and understand the expectations of my use of digital technologies at school.

Name: _____

Signed: _____

Date: _____

Parent/guardian declaration

I / We have read through this document with our child and will continue to support the correct use of technology at school.

Name: _____

Signed: _____

Date: _____