



Thomastown West Primary School



Acceptable Use Agreement for the Internet and Digital Technologies

Cyber safety is an important issue for children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps.

At Thomastown West Primary School, we are committed to providing a learning environment that is rich in learning technologies to enable students to develop the skills required to be successful and responsible users of technology in our community. The school resources are used as educational tools and are used for research, communication, collaboration and publication. We use digital technologies such as the internet, intranet, computers and mobile devices as teaching and learning tools and acknowledge that they must be used responsibly.

Thomastown West Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

Although the school has steps in place to reduce the risks accompanying internet and digital technologies use, students may encounter digital information resources that have not been screened by educators for use by children. Therefore, parental/guardian approval is required before students access the school resources.

At our school we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- use our school's core values of respect, responsibility, tolerance and excellence to educate our students to be safe and responsible users of digital technologies and as the basis for discussions about how we treat others in an online environment.
- have policies that outline the values of the school and about the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- provide supervision when using digital technologies for learning.
- 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 police.
- provide parents/guardians with a copy of this agreement.
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home



Thomastown West Primary School



Students' Safe and Responsible Behaviour

When I use digital technologies (e.g. Internet, Intranet, computers, and mobile technologies such as iPads, cameras, iPods etc) at school I agree to:

Communicate respectfully by thinking and checking that what I write, post, say or do is polite and respectful. This means:

- never sending mean or bullying messages or passing them on, as this makes me part of the bullying.
- not using actions online to be mean to others. (This can include leaving someone out to make them feel bad).
- not copying someone else's work, ideas, pictures, videos or music from the internet and presenting them as my own. (I will include the link).

Protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means:

- protecting my friends' information in the same way.
- protecting my passwords and not sharing them with others.
- only joining a space online with my parent or teacher's guidance and permission.
- never answering questions online that ask for my personal information.

Look after myself and others by thinking about what I share online.

This means:

- never sharing my friend's full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- speaking to a trusted adult if I see something that makes me feel upset or if I need help.
- speaking to a trusted adult if someone is unkind to me.
- speaking to a trusted adult if I know someone else is upset or scared.
- stopping to think about what I post or share online.
- using spaces or sites that are right for my age.
- not deliberately searching for something rude or violent.
- either turning off the screen or using the back button if I see something I don't like and tell a trusted adult.
- being careful with the equipment I use and tell a trusted adult if any equipment is damaged.
- not interfering with the network, the work or data of another user or attempt to log into the network with a user name or password that is not my own.
- asking others before I use their photo or voice in my own work.
- not arranging to meet anyone I have contacted 'on-line'.
- that I understand that system administrators and teachers may access my files and delete files at any time to conform to storage requirements or the terms of the Acceptable Use Agreement.



Thomastown West Primary School



Student Commitment

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. tablet, laptops, netbooks, printers, scanners, 3D printer, iPad,)
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Edmodo, Google Classrooms)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs/Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia, Wikispaces)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement also applies during school excursions, camps, extra-curricular activities and when using online school spaces at home. I acknowledge and agree to follow these rules. I understand that my access to digital technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement with my parents carefully and understand the significance of the conditions and agree to follow all of these rules. I understand that if I break these rules, I will not be allowed to use technology for a negotiated period of time.

Student Name: _____ Room: _____

Student Signature: _____ Date: _____

Parent Permission

I have read through and discussed the responsible use of the digital technologies with my child and understand that if my child does not follow these behaviours, they will not be allowed to access technology at school for a negotiated period of time.

I agree to:

- allow my child to use the internet and digital technologies at school
- allow my child being photographed/filmed within the context of the regular school program.
- allow photographs/film to be used within the school for publication within the school (i.e. newsletter, school internal network, classroom displays or school displays)
- allow photographs/film to be used on school internet sites with identification of the first name only
- allow photographs to be released to the media such as local newspapers
- allow publication of my child's work and first name on school internet sites
- allow my child to watch **PG** movies
- allow my child to sign up for websites that are deemed appropriate by my child's teacher.
- **cover the repair cost of the device my child is using, if it is damaged by their inappropriate behaviour and not following the school values. (This will not exceed \$100).**

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or visit the CyberSmart website www.cybersmart.gov.au/report.aspx or Parent Helpline 132 289.

Parent/Guardian Signature: _____ Date: / /

Student name: _____ Room: _____

PLEASE READ AND SIGN THIS AND RETURN TO THE CLASSROOM TEACHER