



# Digital Technologies Acceptable Use Agreement

## Policy

Policy review team members:

Richard Barren, Bev Harvey, Donna Wheatley, Sebastian Renato, John Bothe, Jodie Prendergast and Kellie Bamberry

This policy was last ratified by School Council on 27/11/2017

### Rationale:

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

### Aims:

Mt Eliza Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources and acknowledge they must be used responsibly.

### Implementation:

#### Part A - School support for the safe and responsible use of digital technologies

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Mt Eliza Primary School we support our school community by:

- Being a fully accredited eSmart school
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity and other measures
- Grade 5 and 6 students using Seesaw (online digital portfolio)
- Grades using Class Dojo and Sentral as a behaviour management and parent communication tool
- Utilising digital citizenship resources from ACMA (Australian Communication and Media Authority) and DET to support teacher programs
- Having programs in place to educate our students to be safe and responsible users of digital technologies following guidelines from DET Bully Stopper Program
- Prep to Grade 6 students involved in cybersafety programs provided by the federal government and others such as Hectors World and Cyber Quoll which are reinforced across the school and,
- providing parent information sessions focused on cyber safety principles.

In addition to this our school:

- has policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service and secure school network



- provide access to the Department of Education and Training's search engine Connect ([www.education.vic.gov.au/primary](http://www.education.vic.gov.au/primary) or [www.education.vic.gov.au/secondary](http://www.education.vic.gov.au/secondary)) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions) across the school (Grade 5 and 6 1:1 iPad program and iPads in P-4 area)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning
- address issues or incidents that have the potential to impact on the wellbeing of our students
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home
- provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home.

When aspects of the Digital Technologies Acceptable Use Agreement have been breached, the following management plan will be implemented (in accordance with our behavioural management plans):

**Inappropriate use of mobile and school owned devices can include**

- The use of 3G or 4G mobile WIFI on a device is not allowed. Only the school network is to be used by students while at school
- Devices being used when not under the direction of the teacher
- Using the iPad camera when not under the direct supervision of the teacher (photos and video clips will be removed from device after usage).
- Electronic devices not remaining in their protective covers
- Mobile devices remain in the classroom, unless directed by the teacher (going to specialists, moving between classrooms, working outside under the direct supervision of a teacher).
- Electronic devices are left in an unsafe space, vulnerable to damage (on the floor, on the edge of the table)
- Non-approved games or entertainment during school time (Minecraft, Clash of Clans, Clash Royale, Colour Switch, Drive Ahead).
- Listening to music during classes or study, unless used for learning as directed by teacher (non-explicit lyrics).
- Touching or use someone else's device without their permission
- Inappropriate use of the school network, or attempting to access the school network via another person's login and username
- Giving personal details to others, such as passwords, lock codes, or locker padlock codes is strictly prohibited
- iMessage, Instagram, Skype, Snapchat, You Tube or social media while at school
- Sending or using inappropriate or explicit language, photos or images
- Posting of photos or videos of other students in school uniform or other identifying features, or staff on social media is not allowed
- Transmission or sharing of copyrighted or pirated apps is strictly prohibited
- Accessing or sharing of offensive, profane, threatening, pornographic, obscene or sexually explicit materials is strictly prohibited
- Spamming other users

- Using the school's internet or email accounts for financial or commercial gain, or for any illegal activity is not allowed
- Engaging or participating in credit card fraud, electronic forgery, ID theft, or other forms of illegal behaviour
- Vandalising other student iPads or school equipment
- Attempting to bypass the school filtering system via any means
- Taking iPad out of school bag before and after school (in the playground)

#### **Consequences for misdemeanours and inappropriate use of mobile devices**

All students at Mt Eliza Primary School have a right to use the extensive Mobile Technologies available to them. They also have a responsibility to use it sensibly and maturely. Should students not do this, the following system of consequences will be applied as appropriate.

- *First Offence - Verbal warning to student, name recorded by classroom teacher.*
- *Second Offence – Written warning issued to student to go home to parents (phone call to be made before letter being sent home). Warning letter to be returned to school signed by parent, name recorded again.*
- *Third Offence – short term (two week) suspension from using any Learning Technology facilities unless under direct supervision. Letter home to parents, name recorded again.*
- *Fourth Offence – long term (one month) suspension from using any Learning Technology facilities unless under direct supervision, meeting with the parents.*
- *Any subsequent offences would be dealt with under school-wide suspension procedures as outlined in the student code of conduct.*

\*\* Please note that should a deliberate or particularly offensive act occur, Level 1 – 3 may be bypassed.

All offences and actions taken will be reported (and recorded) to the Principal or Assistant Principal and the Digital Technologies Co-ordinator. Students will be made aware of these penalties on a regular basis in each classroom.

#### **Evaluation:**

This policy will be reviewed on an annual basis- October 2018

School Council President

Signature:

Date:

# Mt Eliza Primary School

## Safe, Responsible and Behaviour Student Agreement

When I use digital technologies 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 feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies 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 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, 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/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

This Digital Technologies Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

**2018 Mt Eliza Primary School Student Acceptable Use Agreement**

I have read the Mt Eliza Primary School Student Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

**Student Name:** ..... **Year Level:** .....

**Student Signature:** .....

**Parent/Carer's Name:** .....

**Parent/Carer's Signature:** .....

**Date:** .....