

DITITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT



Cybersafety is an important issue for young 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 such as ABCkids or Club Penguin.

School profile statement

Parkwood Green 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 responsible use and positive online behaviour at home.

At Parkwood Green Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- are developing our Student Engagement Policy that clearly states our school's values and 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
- supervise students when using digital technologies for educational purposes
- provide a filtered internet service at school 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 activities are illegal and as such are reportable to police
- 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 to support their child
- provide parents with a copy of this agreement

Parent/Guardian Agreement:

I agree to:

- The expectations for the acceptable use of digital technologies outlined in this agreement for my child at school
- My child using the internet and email (through the new education initiative on 'Google Apps') at school for educational purposes to support their learning
- The school signing my child up to educational websites, such as Mathletics, Reading Eggs and Evernote
- My child's first name and surname initial being published on Parkwood Green's website or on educational websites, such as Mathletics
- A photo, audio or video recording of my child being published on Parkwood Green's website or on password protected and secure websites for educational purposes, managed staff members of Parkwood Green, such as Evernote
- My child's work being published on Parkwood Green's website or on password protected education websites
- Contact the school if there is anything that I do not understand. If there is a situation which concerns me, I will contact the classroom teacher first or my child's sub school principal if necessary
- For further assistance contact the Net Alert Australia's Internet Safety advisory body on 1800 880 176

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material when using digital technologies. The school has values and expected standards for student behaviour and that there will be actions and consequences for any inappropriate behaviour.

Parent Name:

Parent Signature:

Date:

When I use digital technologies I:

Communicate respectfully by thinking and checking that what I write or post 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 respond to any messages that are from someone I do not know, are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).

Report to a trusted adult when I see or know about something that is unsafe or inappropriate

This means letting an adult know when:

- I feel unsafe, scared or uncomfortable online or if I need help
- I see a friend being unsafe or making someone else feel uncomfortable
- I know a friend is made to feel uncomfortable or scared by others
- I see something inappropriate online

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.

It is okay to use my first name only or a nickname.

This means:

- protecting my friends' information in the same way
- protecting my password and not sharing it 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 friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- 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 turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- being careful with the equipment I use

Use technology at school to assist my learning

This means:

- only working on the web for purposes specified by my teacher or asking for permission to use a different website
- using the equipment properly and not interfering with the work of other students
- not bringing or downloading unauthorised programs, including games, videos or music, to the school or run them on school computers
- not sharing programs from home with other students on a USB
- remembering the content in the web is someone's property and think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me (I should not copy and paste the information as my work, without acknowledging the source of information)

✓ Student Agreement:

I agree to:

- Follow the safe and responsible behaviour guidelines outlined in this agreement
 - Be responsible in my use of all technology, including computers, iPads and cameras and be respectful in how I communicate with others online
 - Only take photos and record sound or video when it is part of a class or lesson, with permission from individuals involved including teachers
 - Seek teacher permission before uploading any content online
- This Acceptable Use Policy also applies to students 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.



Student Name: Student Signature: Date:

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