ICT Acceptable Use Agreement 2017

Eastwood Primary School and Deaf Facility believes the teaching of Cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st Century students spend increasing amounts of time online learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others, particularly when they are working independently

Some ways in which students will access the internet include the use of school computers, tablets and other mobile devices, as well as devices brought from home as part of the school's 'One to One Tablet Program.'

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and such will be reported to police. For students to gain online access at Eastwood Primary School, Part D of this document needs to be signed and returned to the school. The entirety of this document can be located on the school's website.

If you have any questions regarding this document please contact the school.

Eastwood Primary School and Deaf Facility

Part A

Eastwood Primary School and Deaf Facility uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

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 Eastwood Primary School we:

- Support students to understand the content and implications of the Acceptable Use Agreement outlined in part B
- Have 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
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Have a cybersafety program at the school which is reinforced across the school
- Provide support to parents/carers through information evenings and through the document attached to this agreement for parents/carers to keep at home
- Work with students to outline and reinforce the expected behaviours in the Internet

Eastwood Primary School and Deaf Facility

Part B

ICT Acceptable Use Student Agreement

Teachers will be discussing the importance of cyber safety and specific elements of this agreement in class. The agreement below has been written to inform parents. Each point will be discussed in appropriate language in class and will be referred to throughout the year. We also ask that parents/carers assist their children to understand the implications of this agreement prior to signing Part D of this document.

When I use digital technology I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- Treat school devices with respect and care
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the technology for educational purposes and remain on task
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Think critically about other users' intellectual property and how I use content posted on the Internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- Not reveal my password to anyone except the system administrator or the teacher
- Not bring or download inappropriate programs or games, to the school or run them on school computers
  Not to record images or videos of other students without teacher direction

When I use my own tablet and / or school tablets I agree to:

- Use the device to support my learning unless otherwise instructed
- Leave the device unlocked so that teachers may check the content of the device
- Use the device only when instructed to by my teachers
- Report any wrongdoing that I see immediately to my teachers. This includes on a device or online
- Not let other students use my device without parent or teacher permission, and only then in full view of a supervising adult
- Look after devices with great care at all times so as not to compromise their safety
- Protect the privacy of others and never post **or forward** private information about another person
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from teachers before taking photos, recording sound or videoing other students
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Use tablets in classroom spaces during class hours only, unless directed otherwise
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules and understand that my access to the Internet and mobile technology at school will be renegotiated if I do not adhere to the agreement.

Renegotiated access involves an initial verbal warning followed by sanctions around the use of technology. Parents/ carers will be kept informed at all times.

The school will take no responsibility for personal devices that have been stolen or damaged as a result of a lack of care by the student. In disputed situations the School Principal will investigate and determine if a lack of care has been taken by the student.

When I use technology, both at school and at home I have responsibilities and rules to follow.
Eastwood Primary School believes the teaching of cyber-safe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school.
21st Century students spend increasing amounts of time online, learning and socialising. These online communities need cyber-citizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Eastwood Primary School is registered to become an eSmart school. This is a whole school program designed in conjunction with the Education Department and the The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program in which students are expected to meet the guidelines. This program will develop throughout the coming years.

Behaving according to school Code of Conduct
The school's Code of Conduct encompasses not only the rules of the school, but also those desired behaviours and values that our school community believe are important for all students.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.
Many students like to publish information about themselves and their friends in spaces like Facebook, Instagram or blogs. This can put them at risk of being approached, groomed, and/or bullied online.
We recommend that they:
- do not register for online environments against age restrictions
- do not use their own name, but develop an online name and use avatars where available
- do not share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- do not allow anyone they don't know to join their chat or collaborative space. Use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it).
- utilise a cyber-safe environment

Being respectful online and not participating in online bullying or hurtful behaviour.
The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Being online can make students feel that they are anonymous (even though online interactions can be traced), and often their environment has very few adults.

Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed.

Participation in bullying or hurtful actions can take many forms in the online world (for example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person).

Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that these behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as 'free', but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

At a home, with unfiltered internet, students will have access to all of the resources and sites on the World Wide Web. If your child is spending hours online 'doing their homework,' it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

Not bringing or downloading unauthorised programs (including games) to the school or run them on school computers

The school connects all of the computers and tablets through a network. The introduction of unknown games or files could introduce viruses etc. and these put all school and personal devices, and student work at risk.

Not looking for rude or offensive sites.

Filters block a lot of inappropriate content, but they are not foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

Using the internet / mobile technology at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Asking teacher to help get permission before using information or pictures

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.
By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank account information or access.

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions

Not everything on the internet is true, accurate or unbiased.
The school is teaching information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.
Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt. If

helping with homework ask open-ended questions. For example, if you say to your child, "Tell me about wombats" you might encourage him/her to simply copy and paste facts and images about the wombat. However, if you ask "What would a day in the life of a wombat be like?" you may encourage your child to think about different aspects of the animal's life and draw together the different pieces of information.

Talking to my teacher or another adult if I need help or see something I don't like online

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.
If you have any concerns about this agreement or internet safety contact your school or call 1800 880 176 or visit http://www.cybersmartkids.com.au/for-parents_tips.htm or email connect.manager@edumail.vic.gov.au

Consequences for infringements of the agreement

Should students not adhere to the above agreement then a series of warnings and sanctions will be imposed. These consequences are uniform throughout the school.
The consequences will follow the pattern of a warning, followed by a period of time without the use of technology wherein suitable alternative activities will be made available.
At each stage parents/carers will be informed of the reasons behind the warning or sanction and an opportunity for discussion and reflection will be provided.

1st infringement -	parents/carers will be informed by letter
2nd infringement -	parents/carers will be informed by letter with a two week period without technology imposed on the student
3rd infringement -	parents/carers will be informed by letter
4th infringement -	parents/carers will be informed by letter with a four week period without technology imposed on the student
5th infringement -	parents/carers will be informed by letter
6th infringement -	a discussion with parents/carers regarding the appropriateness of technology use by the student in question will be held to determine if more suitable activities might be found for the duration of the year.

Part D	**ICT and Tablet Acceptable Use Agreement Student Declaration**

The ICT and Tablet Acceptable Use Agreement Student Declaration will be made available on Compass for families to read and the Part D agreement will be printed and sent home to all families.

After discussing this agreement with your child the Part D form needs to be signed by the student and parent, and returned to school.

Part D
This section needs to be signed and returned to the school

ICT and Tablet Acceptable Use Agreement

I have read the Acceptable Use Agreement carefully with my parents and I understand what is expected of me when using technology at Eastwood Primary School and at home. I understand that if I misuse the technology I am using, even if it is my own, I may lose my internet and mobile technology privileges.

(A full copy of the ICT Acceptable Use Agreement can be found on the school's website at www.eastwood.vic.edu.au)

Student Name:		Student Signature:	
Parent/ Guardian Name:		Parent/ Guardian Signature:	
Date:		Teacher Name:	