



## ICT and internet acceptable use Prep -4

At Newbury Primary School we support the rights of all members of the school community to be provided with a safe, secure, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/carers. We encourage parents/carers to work with the school to reinforce this behaviour at home.

Newbury Primary School's approach to prevention is based on teaching positive behaviours and the use of logical consequences for inappropriate behaviour.

The basis of our positive school culture is the active participation of all members of the school community so they feel valued, safe and secure; are provided with meaningful opportunities to contribute to the school and have every opportunity to meet their social, emotional and educational potential.

At Newbury Primary School we:

- have a **Student engagement and inclusion policy** and **Anti-bullying and anti-harassment policy** that stipulates our school values and expected standards of student behaviour, including actions and consequences for inappropriate online behavior
- have a **Child safe policy** that reflects and adheres to Ministerial Order 870 which captures the legal requirement to make provision for a child safe learning environment.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities
- 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 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/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child
- provide this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart: Cybersafety guide - parents ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

### Safe and Responsible Behaviour Expectations

Please read through the following with the student at home with parents/carers as will the teachers at school, to support their understanding of responsible and safe behaviour.

### Student declaration

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
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator

When I use digital technologies and the internet 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 and the internet 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 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
- 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 I have:

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

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

## **Personal Devices**

### **Ownership**

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may, where appropriate, be publicly accessed as part of learning programs.

### **Software and access**

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide access to some software and applications through eduStar ([www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx](http://www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx).) There may or may not be a cost for this access.

### **School support**

Support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues.

### **Damage or loss of equipment**

- Student devices are not covered by the school's insurance policy **OR** the Department of Education.  
Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

### **User responsibilities**

Students are responsible for:

- bringing portable devices fully charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in their schoolbag in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the device, both at home and at school, including during lunchtime or when not in the class

*\*Student and Parent/Guardian to sign The Agreement below*

### **Student Agreement and Acknowledgement**

**I understand and agree to observe this Agreement and** comply with the terms of acceptable use and expected standards of behavior.

If I don't follow these expectations I may be temporarily banned from using digital technologies.

If I intentionally cause damage to ICT equipment I or my parents will be required to pay for repairing or replacing the item.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Guardian Agreement and Acknowledgement**

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

I understand that if my child does not follow these expectations s/he may be temporarily banned from using digital technologies.

I understand that if my child intentionally causes damage to ICT equipment I will be required to pay for repairing or replacing the item.

Student name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_