



ACCEPTABLE USE AGREEMENT Years 3 - 6

At Healesville 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 form 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.

At our School we:

- Have a **Student Engagement and Wellbeing Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours.
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- 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;
 - See: Duty of Care Policy on the school website
- 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 Police 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.

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

- school owned ICT devices e.g. desktops, laptops, iPads, televisions, printers, scanners
- mobile phones and student owned devices
- email and instant messaging
- internet
- social networking sites
- video and photo sharing websites e.g. YouTube
- blogs, micro-blogs and wikis e.g. Twitter, Wikispaces, Wikipedia

- forums, discussion boards and groups e.g. Google groups
- vod and podcasts
- video conferences and web conferences

My Ideas on Safe and Responsible Behaviours

This section will be used with students to express their own ideas about safe, responsible and ethical behavior after working through the discussion points it will be included as part of the final Acceptable Use Agreement sent home to parents for discussion and agreement.

When I use digital technologies I **communicate respectfully**. This means I (write or draw):

When I use digital technologies I **protect personal information**. This means I (write or draw):

When I use digital technologies I **respect myself and others**. This means I (write or draw):

This section describes standard expected behaviours when using digital technologies. It is recommended that teachers work through the behaviours with students before the Acceptable use agreement is sent home for parent discussion and agreement.

If you use the schools online services you must agree to the following rules:

- I will use the school computers and iPads only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers or iPads.
- I will not let anybody else know my password.
- I will not let others logon and/or use my logon unless it is with the teacher's permission.
- I will not access other people's online accounts.
- I know that I am responsible for anything that happens when my online account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that my email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (ie it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive in nature or which promotes illegal activities or violence).
- If I use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- I will obtain permission from the copyright owner for the use of their works if I include them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic

materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, iPads, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences may be applied; and
- I may be held liable for offences committed using online services.

I agree to abide by the Healesville Primary School Acceptable Usage Agreement for Year 3-6 students.

In the event that a student inappropriately uses any ICT hardware or software at school, consequences will be put in place. For example:

- Parents and member of principal class to be informed
- Student to use digital device with a responsible classmate for a period of time
- A meeting between the student, teacher, family and member of the principal class
- *Serious breaches may result in a temporary loss of school access to ICT equipment as determined by the principal*

As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's Name: _____ **Grade:** _____ **Date:** _____

Student's Signature: _____

I understand that my child is expected to comply with the terms and expected standards of behaviour as set out within this Acceptable Use Agreement.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____