



ACCEPTABLE USE AGREEMENT Years F - 2

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 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. Inclusion of student voice will increase ownership and relevance

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

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):

I agree to follow the online rules set out below when I use the Education Department provided online services:

- I will ask the teacher first before using the school computers or iPads.

- I will not give my password to other students.
- I will not let other people logon and/or use my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will only use material from the Internet if I have asked the teacher.
- If I download material or pictures from the Internet I will say where it comes from.
- I will not give out my name, phone number, address, name of school, photographs or other details about myself or others when online without checking with the teacher first.
- I will take care when using the computers and iPads and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- If I use the Internet or my online account in a way that I should not, then I may not be able to use these in the future.
- I may be liable for misuse of the computer and the police may be contacted.

I agree to abide by the Healesville Primary School ICT Acceptable Usage Agreement for F-2 students.

- I understand that if I am given an online service account and break any of the rules in the agreement, consequences will be put in place. For example:
 - My parents and School Leadership will be informed
 - I will be unable to use a digital device on my own for a period of time
 - There may need to be a meeting between myself, my teacher, my parents and the School Leaders
 - *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: _____