



Ratified: Term 2, 2015  
To be reviewed: Term 2, 2018

## Guidelines

The Department has provided this template for schools to modify and develop their own Acceptable Use Agreements outlining what constitutes acceptable use of digital technologies and the internet.

The Acceptable Use Agreement is not a legal document. It should be used by schools to provide information to parents and students about the school's programs and practices and to describe expected behaviours, as well as feature information to assist parents to support their child's internet use at home. A school's Acceptable Use Agreement must be accurate, communicated and reviewed regularly.

Schools are encouraged to promote and discuss the Acceptable Use Agreement at parent consultation/information sessions.

## Using the template

Schools may use this template as a guide to develop their own Acceptable Use Agreement by modifying, adding or deleting content to make the template relevant to their school.

A final Acceptable Use Agreement should include all relevant sections:

- **School profile statement** – how the school supports and educates students to be safe and responsible users of digital technologies and the internet.
- **Safe and responsible online behaviour**– expectation of student behaviors when using digital technologies and the internet, aligned to a school's Student Engagement Policy, including an agreement /licence acknowledging a student's commitment to being a polite, safe and responsible user of digital technologies and the internet.
- **1-to1 program: school owned devices or 1-to1 program: personal devices** – information on ownership, use, care and support of devices. (*Schools should select the appropriate option based on their learning programs or delete if not relevant to the school's arrangement.*)
- **Acknowledgement** – student details and parent's signature.

As part of developing an Acceptable Use Agreement schools also need to consider responsibilities around the collection of student personal information and privacy when using digital technologies and the internet:

- [Online Services](https://edugate.eduweb.vic.gov.au/Services/legal/Information%20Sheets%20%20Documents/Information%20Sheet%20-%20Online%20Services.pdf)  
(<https://edugate.eduweb.vic.gov.au/Services/legal/Information%20Sheets%20%20Documents/Information%20Sheet%20-%20Online%20Services.pdf>)

To facilitate the use of digital technologies and the internet schools will need to create student school email accounts:

- [Student accounts](http://www.education.vic.gov.au/school/teachers/support/pages/tecsupport.aspx) ([www.education.vic.gov.au/school/teachers/support/pages/tecsupport.aspx](http://www.education.vic.gov.au/school/teachers/support/pages/tecsupport.aspx))

## School profile statement

At Healesville Primary School we support the rights of all members of the school community to be provided with and engage in a safe, 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.

At our school we:

- have a **Student Engagement and Wellbeing Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies, suggested proformas are attached.
- 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:
  - [Bullystoppers Duty of Care and Supervision](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- 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/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [Bullystoppers Interactive Learning Modules - parents](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Cybersafety guide - parents](#) ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

## Safe and responsible behaviour

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 (*Ask students to reflect on how they would 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 we/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.

## My ideas on safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies and the internet I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies and the internet I **respect myself and others**. This means I:

(write or draw...)

## Student agreement/licence

### Student agreement/licence

\_\_\_\_\_

(Principal or Teacher)

**acknowledges the commitment of**

\_\_\_\_\_

(Student)

**to being a polite, safe and responsible user of  
digital technologies.**

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.

\_\_\_\_\_

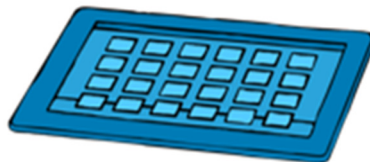
Student's signature

\_\_\_\_\_

Teacher/Principal's signature

\_\_\_\_\_

Date



## Use of school owned devices

### Ownership

- Parents/students should be aware that files stored on the device, or on the school's server, are not private.

### Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

### User responsibilities

Students are responsible for:

- adhering to this Acceptable Use Agreement when using the machine, including during lunchtime or when not in the classroom.

## Acknowledgment

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.

## Signature

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.

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

School name: \_\_\_\_\_

School contact name: \_\_\_\_\_

School contact no.: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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