

# Buninyong Primary School

## ICT Acceptable Use Agreement

### Part A: School support for the safe and responsible use of Information and Communication Technologies (ICT)

Buninyong Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best done in partnership with parents/carers. We request that parents/carers work with us and encourage this behaviour at home.

Buninyong Primary School uses digital technologies, including the internet and Web 2.0, as teaching and learning tools. We see the internet and digital technologies as valuable resources in helping to provide a nurturing and challenging environment that promotes an enthusiasm for learning and prepares individuals to become reflective and valued members of society. We also acknowledge these technologies must be used responsibly.

Your child has been asked to agree to use ALL ICT responsibly, both at school and at home.

#### At Buninyong Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies in place that clearly state our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies, through our cyber-safety program and our participation in the eSmart program.
- Support students in developing digital literacy skills and encourage the use of digital technologies for learning in the classroom and at home.
- Will provide up-to-date communication and request permission for online registration of students for the purpose of learning.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service and 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.
- Provide our teaching professionals with appropriate professional development required to deal with issues or incidents that arise from the use of digital technologies.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Monitor user accounts and emails for inappropriate and/or excessive use.
- Provide parents/carers with a copy of this agreement.
- Support parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that

## Part B: Student Declaration

***When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:***

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others to carry out harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others by never posting or forwarding personal details or images of others without their consent.
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Using any digital technology for educational purposes only, and only as directed by teachers. This includes asking for teacher permission when accessing school programs, using school equipment, and accessing internet sites.
- Ensuring that any digital material of a personal nature, or with no direct educational relevance, will not be brought to, or stored at school.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.

- Handling ICT devices with care, returning them to their storage spaces neatly when finished, and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite reference.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.
- Not bringing to school, or downloading unauthorised programs (including games), or running them on school computers.

***In addition, when I use any personal mobile device, I agree to be a safe, responsible and ethical user at all times, by:***

- Not bringing in my personal device unless I have gained permission from my teacher and written permission from my parent/carer.
- Only using my device (including viewing media, taking photos and recording sound or video, or accessing the internet) when it is part of an approved lesson, and only as directed by teachers.
- Protecting the privacy of others and never posting or forwarding private information about another person using Short Message Service (SMS) or other online messaging apps.
- Seeking permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seeking appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Seeking teacher permission before uploading any content online.
- Being respectful with the photos I take or video I capture and never using these as a tool for bullying.

## Part C: Student Commitment

### *Definition of Digital Technologies*

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, cameras, iPads)
- iPads
- Mobile phones
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Edmodo, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs (e.g. Edublogs)adm
- Micro-blogs (e.g. Twitter)
- Collaborative Games (e.g. Minecraft)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

For further support with online issues students can call **Kids Helpline** on **1800 55 1800**. Parents/carers can call **Parentline 13 22 89** or visit <http://www.cybersmart.gov.au/report.aspx>

### **Consequences of Breaking Acceptable Use Policy**

Students found to break the Acceptable Use Agreement will be subject to the following consequences:

- Actions as outlined in the school's Code of Conduct; and
- Participation in one or more of the Buninyong Primary School's Cybersafety re-education courses.
- *Serious or repeated offences may result in the use of technology for learning being restricted and parents contacted. Further consequences may occur at the discretion of the Principal.*

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To be completed and returned to the school's office.

### Student acceptance:

I have read Buninyong Primary School's ICT Acceptable Use Agreement with my parents/caregivers and acknowledge and agree to follow these rules as a responsible user of technology.

Name of Student: \_\_\_\_\_

### Parent/Caregiver confirmation:

I confirm that together, \_\_\_\_\_ (student's first name) and I have read Buninyong Primary School's ICT Acceptable Use Agreement. We understand that there are consequences for the misuse of technology at Buninyong Primary School and that access to the internet and devices provided by the school may be limited or stopped if a student does not act responsibly.

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

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