

ICT ACCEPTABLE USE AGREEMENT

Updated 2022



Part A: School profile statement

At Murrumbeena 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. At MPS we aim for students to develop skills for use within the digital world. 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. This includes safely accessing, processing, managing and presenting information in the digital world.

Educational Rationale

At our school we:

- have a range of agreements and policies in place such as the **Student Engagement and Wellbeing Policies, Digital Technologies (Internet, Social Media and Digital Devices), eSmart, Bullying Prevention Policies and Acceptable Use Agreements** that state 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 through involvement in the eSmart and National Day of Action Against Bullying programs.
- 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 Information Resource Centre 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 fully guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- have a system in place for students to report inappropriate behaviour at school
- know that some online activities are illegal and as such we are required to report this to the appropriate authorities
- 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](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

Part B: Student declaration

When I use digital technologies (e.g. Internet, Google Apps for Education, email, iPads, iWatches, cameras, mobile devices, blogs etc.), 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 (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, school name, passwords and images
- protecting people's privacy; never posting/forwarding personal details or images without consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- closing any web pages or emails containing inappropriate content and informing the teacher
- asking the teacher's permission before communicating with others online and only using language appropriate in my school
- using school approved methods of communication when at school (e.g. school provided email)
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming I meet the stated terms and conditions and completing required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- only using school software and not bringing or downloading unauthorised programs or games
- 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 using communication devices such as phones or iWatches, during school hours, unless otherwise negotiated between parents/carers, and the school. This includes before and after school.
- turning off communication devices upon arrival at school.

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

- not making or answering calls/messages (except when approved as part of a lesson)
- not using a mobile phone, interactive watch or other communication device during school hours, without permission from the Principal or classroom teacher
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and consent has been provided as part of an approved lesson
- communicating with others respectfully and in a supportive manner; never verbally or through writing or images, participate in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages or taking and sharing screen grabs)
- respecting others and communicating in a supportive manner, including outside school hours and in

- social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Part C Acknowledgements

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

- school owned ICT devices (e.g. desktops, laptops, iPads, tablets, printers, scanners)
- personal iPads
- iWatches
- email, instant messaging and any forms of communication (e.g. FaceTime)
- internet, intranet
- school approved collaboration sites (e.g. Google Apps for Education)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups, social media)
- wikis (e.g. Wikipedia)
- podcasts
- video conferences and web conferences.

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

Digital Technologies at school - Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This Acceptable Use Agreement applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions or outings, during extra-curricular activities, and at home.

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

Student name: _____

Student signature: _____

Parent/Guardian Name:

Parent/Guardian Signature: _____

Date: _____

Part D Family Information

About the agreement:

In signing this agreement your child will be agreeing to behave responsibly and sensibly online and to take appropriate action when and as required.

Advice to support the safe and responsible use of digital technologies at home:

At school, digital technologies are used to support teaching and learning. The Internet can provide access to engaging, informative spaces, images and videos. Each space that is used at school has a purpose, audience and tool set, including those around security and protection.

At home, the Internet is often used differently as a social place to meet, play and chat. The school recommends that parents:

- Discuss the importance of being safe and responsible when using technology.
- Monitor their child's use of technology at home in a shared space (not a bedroom).
- Negotiate appropriate times for online activities and use of mobile phones and iWatches.
- Consider the use of 'safe search filters' freely available as settings on Google, Bing etc.
- Ensure their child adheres to age-restricting guidelines regarding social network sites. Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. Children under 13 years of age are not permitted to access some forms of Social Media, for example, Facebook.
- Do not encourage communication with your child/ren via their personal mobile phones, iWatches or through iPads without permission of the school, during school hours. It is a requirement of the Department of Education that mobile communication devices such as phones and instant messaging technology, not be used at school.

Key Discussion Questions for parents to ask their children at home:

- What is the purpose of this site/space?
- How does it work? How did you set it up? What are the terms and conditions of use?
- Who else is sharing this space? Do you know them or did you meet them online? Who is in control of this space?
- Can you see any risks or dangers in the activity? What would you say to warn/ inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened on line? Who would you tell?
- When wouldn't you tell and why not? *Research shows that students are reluctant to report issues and put their Internet/phone access at risk.*