



DIGITAL LEARNING (Internet, Social Media and Digital Devices)

ACCEPTABLE USE AGREEMENT

School Profile Statement

At Altona 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 Policy** that outlines our School's values and expected standards of student conduct. This Policy extends to online conduct.
- Have programs in place to educate our students to be safe and responsible users of digital technologies taken from the esafety online support documents.
<https://www.esafety.gov.au/educators/classroom-resources>
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- 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 and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- 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 relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [eSafetyParent | Office of the Children's eSafety Commissioner](#)
(<https://www.esafety.gov.au/education-resources/iparent>)



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Student Declaration

When I use digital technologies, 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 feel
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, 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

When I use digital technologies, 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
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, 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, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

Breaches of the Digital Learning Policy by students may result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges, email privileges, internet access privileges, printing privileges
- removal of device for a period of time
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.



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Student Agreement

Mrs Afiouni (Principal)

Acknowledges the commitment of

(Student)

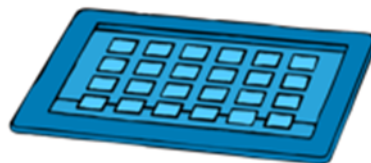
to being a polite, safe, responsible and ethical user of
digital technologies

As a student I will 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





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Altona Primary School 1-to-1 device information

At Altona Primary School we offer a 1-to-1 netbook leasing program from Grade 4-6. Please refer to the purchasing and leasing documents for warranty and insurance terms and conditions. Parent payment procedures adhere to the Personal Devices – Parent Payments Policy. Altona Primary School reserves the right to determine what software can and can't be installed on the computers and permission needs to be obtained before any installations on netbooks. School based software updates will take place at APS. Charges and consequences may be incurred for instances of misuse such as;

- Inappropriate online behaviour
- Inappropriate use of Google Suite.
- Deliberate misuse/damage of netbook
- Failure to adhere to the appropriate software list
- Netbooks coming to school uncharged

Altona Primary School uses the Internet as a teaching and learning tool. We value the Internet and use of technology as an important resource but acknowledge it must be used responsibly.

Your child has been asked to agree to use the Internet responsibly at school and at home. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

The Internet has a variety of ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know. Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

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, at camps and 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: _____