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, including consequences for breaching the standards. 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;
    - o 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:
    - o Bullystoppers Parent Interactive Learning Modules
      (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - o iParent | Office of the Children's eSafety Commissioner
(https://www.esafety.gov.au/education-resources/iparent)

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ACCEPTABLE USE AGREEMENT

Student Declaration

When I use digital technologies and the internet, 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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by 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 their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- 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 behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.

Breaches of the Digital Learning Policy by students can 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
- removal of email privileges
- removal of internet access privileges
- removal of 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.

DIGITAL LEARNING (Internet, Social Media and Digital Devices)

ACCEPTABLE USE AGREEMENT

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 yearly 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 the APS home drives and 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.

We also recommend that you read and follow the "Bridging the gap between home and school" information to help you understand how your child may be using the Internet at home or sometime in the future.

For Parents: Bridging the gap between home and school

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work.

At home we recommend you:
- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities.
- have the computer with Internet access in a shared place in the house – not your child's bedroom
- ask questions when your child shows you what they are doing, such as:
    - how does it work and how do you set it up?
    - who is else is sharing this space or game - did you know them before or "meet" them online?)
    - why is this so enjoyable – what makes it fun?

DIGITAL LEARNING (Internet, Social Media and Digital Devices)

ACCEPTABLE USE AGREEMENT

- 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 inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves and encourage them to speak up with concerns they have.

Statistics show that students will not approach an adult for help because:
- they might get the blame for any incident
- they don't think adults "get" their online stuff – it is for students only
- they might put at risk their own access to technology by either:
    - admitting to a mistake or
    - highlighting a situation that might lead a parent to ban their access.

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: _____

Updated 10/2/2021