

# Acceptable Use Agreement

## Foundation-Year 4

For the use of Digital Technologies and Internet

November 2019

Dear Parents/Guardians of Foundation -Year 4 Students,

Ormond Primary School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Students in the 21st century spend increasing amounts of time online, learning and collaborating. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps. To be safe and to gain the greatest benefit from the opportunities provided through an online environment, students need to be responsible for themselves and respectful of others online, particularly when using it independently.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

This Acceptable Use Agreement applies to all digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems. This includes, but is not limited to, school owned digital devices, emailing and instant messaging, Intranet, social networking sites, video and photo sharing websites, blogs, forums, discussion boards, wikis, podcasts, and video/web conferencing.

There are two parts to this Acceptable Use Agreement. Part A discusses the role the school will play in providing and educating our students about safe and responsible use of digital technologies. Part B outlines a list of behaviours that students will agree to do when using the Internet, technology and mobile technology at school and requires student and parent signatures. It is compulsory for all Foundation to Year 4 students to sign this document before using digital technologies at Ormond Primary School. Foundation to Year 4 students will do this with their teacher and receive a certificate to show they can use digital technologies safely and responsibly. We ask that parents read and sign Part D to give permission for their child to use digital technologies while at school.

For any further queries please contact myself, or alternatively for support with online issues:

- Students can call Kids Helpline on 1800 551 800
- Parents / carers call Parentline 132 289
- or visit <https://www.esafety.gov.au>

Regards,  
Kerri McLeod  
Principal  
Ormond Primary School

### Part A: School Profile Statement

Ormond Primary School uses digital technologies as teaching and learning tools. We see digital technologies as valuable resources, but acknowledge they must be used responsibly. Your child has been asked to agree to use digital technologies responsibly at school.

At Ormond 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.
- Use our school core values of respect, persistence, acceptance, excellence and quality learning to educate our students to be safe and responsible users of digital technologies and as the basis for discussions about how we treat others in an online environment.
- Have policies in place that outline the values of the school and expected standards of student behaviour when students use digital technology and the Internet – eSmart Policy and Student Engagement & Well-being Policy available at our website.
- Educate our students to develop digital literacy skills and to be safe and responsible users of digital technologies through the classroom and ICT Specialist programs.
- Provide supervision when using digital technologies for learning.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- 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.
- Know that some online activities are illegal and as such we are required to report this to the relevant authorities.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use, and strategies that they can implement at home to support their child.

### Part B: Safe and Responsible Behaviour

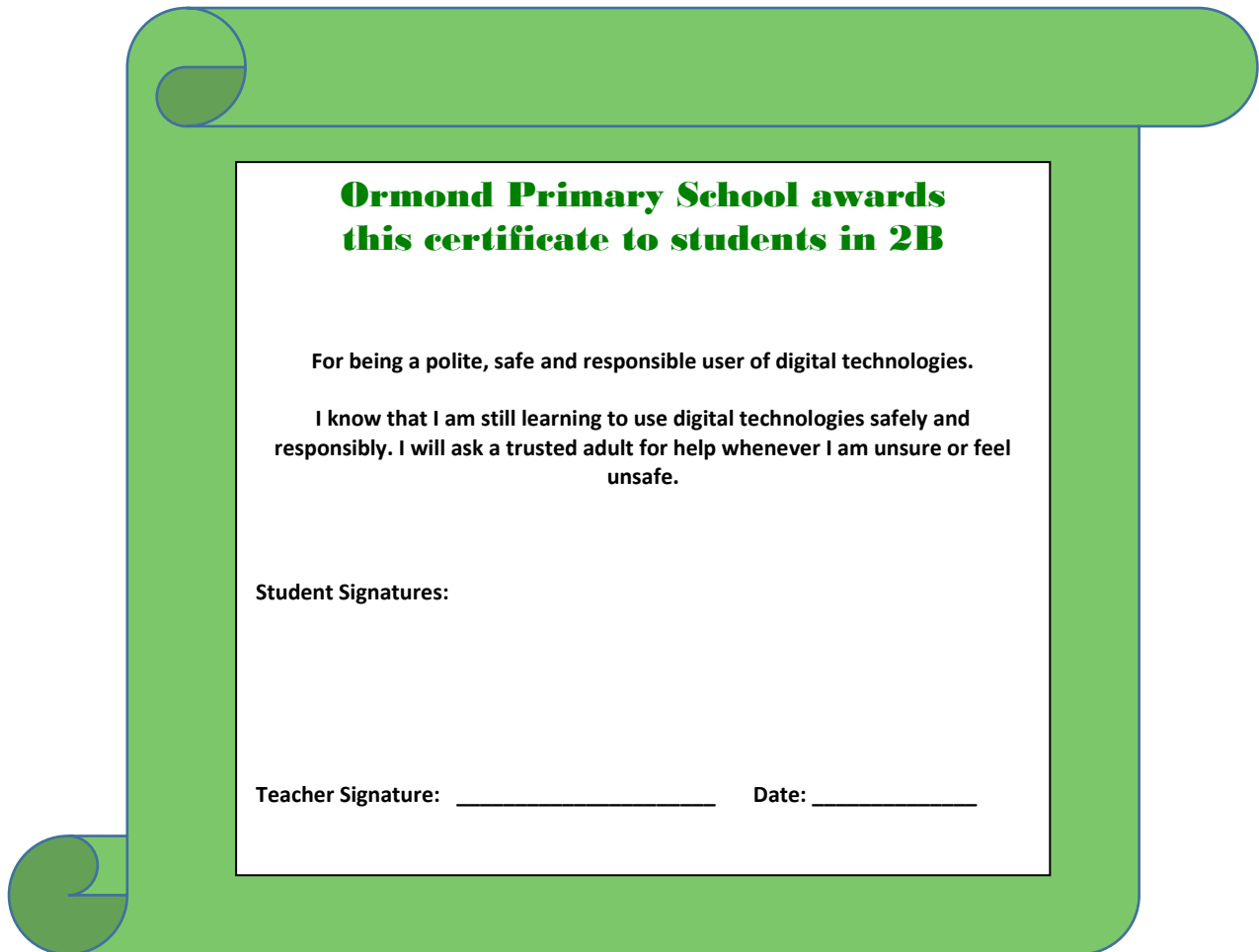
When I use digital technologies at school I agree to:

- **Communicate respectfully** by thinking and checking that what I write, post, say or do is polite and respectful. This means:
  - Never sending mean or bullying messages or passing them on, as this makes me part of the bullying.
  - Not using actions online to be mean to others. (This can include leaving someone out to make them feel bad).
  - Not copying someone else's work or ideas from the Internet and presenting them as my own. (I will include the link).
- **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:
  - Protecting my friends' information in the same way.
  - Protecting my passwords and not sharing it with others.
  - Only joining a space online with my parent or teacher's guidance and permission.
  - Never answering questions online that ask for my personal information.
- **Look after myself and others** by thinking about what I share online. This means:
  - Never sharing my friend's full names, birthdays, school names, addresses and phone numbers because this is their personal information.
  - Speaking to a trusted adult if I see something that makes me feel upset or if I need help.
  - Speaking to a trusted adult if someone is unkind to me.
  - Speaking to a trusted adult if I know someone else is upset or scared.
  - Stopping to think about what I post or share online.
  - Using spaces or sites that are right for my age.
  - Not deliberately searching for something rude or violent.
  - Either turn off the screen or use the back button if I see something I do not like and tell a trusted adult.
  - Being careful with the equipment I use and tell a trusted adult if any equipment is damaged.
  - Not interfere with the network, the work or data of another user or attempt to log into the network with a user name or password that is not my own.
  - Ask others before I use their photo or voice in my own work.

This Acceptable Use Agreement also applies during school excursions, camps, extra-curricular activities and when using online school spaces at home. I acknowledge and agree to follow these rules. I understand that my access to digital technology at school will be renegotiated if I do not act responsibly.

**Part C: Student Declaration** (to be completed via the Compass Parent Portal)

Certificate is just an example of what children will sign in class



**Part D: Parent Permission** (to be completed via the Compass Parent Portal)

Parent consent is required for all students prior to students having access to technologies and devices. Consent is given through the Compass Parent Portal during the Schools Payments process at the beginning of each year.

By consenting you are agreeing to the following:

- You allow your child to use the Internet, mobile and digital technologies at school.
- You have discussed the responsible use of digital technologies with your children.
- You will contact the school if there is anything within this Acceptable Use Agreement that you do not understand.
- If there is a situation which concerns you, you will either contact the school or visit the eSafety website <http://www.esafety.gov.au> or the Parent Helpline on 132 289.

### Part E: Family Information

#### Family Information – Advice to support the safe and responsible use of digital technologies at home

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 term “space” is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The Internet also provides access to websites with information, images and videos for students to view. Not all content is presented as a space.

#### 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. Elements of the agreement are explained below. Please contact the school to clarify or receive additional information.

#### Be a safe, responsible and ethical user whenever and wherever I use it

The school’s Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the Internet and digital technologies at school.

#### Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms, from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion of others may not see their actions as bullying. These actions also contribute to the hurt and distress of others.

#### Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate, or hurtful online behaviour

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults do not understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

#### Students are advised to report an incident if

- They feel that the welfare of other students at the school is being threatened
- They come across sites, which are not suitable for their school
- Someone writes something they do not like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- They accidentally do something, which is against the rules and responsibilities they have agreed to.

**Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint**

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - *A good rule is "Don't post what you would not want your Grandparent, Principal, or future boss to read!"*

**Protect my privacy and those of other students by not giving out personal details including full names, telephone numbers, addresses and images**

Students like to publish information about themselves and their friends in spaces like Instagram, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- Do not use their own name, but develop an online name and use avatars
- Do not share personal details, including images of themselves or their friends online
- Password protect any spaces or accounts they have
- Do not allow anyone they do not know to join their chat or collaborative space
- Are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- Understand the terms and conditions of any website or online community that they might join.

**Use the Internet at school for educational purposes and use the equipment properly**

It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as 'free', however even just looking at a page on the Internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the Internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the Internet or digital technologies for their learning.

**Use social networking sites for educational purposes and only as directed by teachers**

Social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories, and podcasts can all be legitimate educational activities which allow students to publish, share, and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

**Abide by copyright procedures when using content on websites (ask permission to use images, text, audio, and video and cite references where necessary)**

Music, information, images and games on the Internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or

spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software can sometimes share music and files illegally, and make computers vulnerable.

**Think critically about other users' intellectual property and how I use content posted on the Internet, not simply copy and paste information from websites**

Not everything on the Internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the Internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the Internet.

**Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.**

**Not reveal my password to anyone except the system administrator or classroom teachers.**

**Not bring or download programs without permission, including games, to the school or run them on school computers.**

**Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)**

In school settings, Internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always fool proof. Students, who deliberately seek out inappropriate content or use technologies, which bypass filters, will have their Internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc. and these put all school equipment and student work at risk.

**When using a digital device as a camera I will**

- Only take photos and record sound or video when it is part of a class or lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek appropriate permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

Digital devices are a seamless part of our lives. The school allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The

Privacy Act says that the posting and sharing of information online or in any other way requires consent.

### Key Discussion Questions for parents to ask

At home we recommend you make some time to find out how your child is using the Internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your 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 online? Who would you tell?
- When wouldn't you tell and why not? *Research shows that students are reluctant to report issues and put at risk their Internet/phone access.*

Make sure you are aware of age restrictions for social networking sites. Encourage your child to set their space to 'private' if they use a social networking site.

Ensure that all Internet activities occur in a shared place – not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available on Google.

### Scenarios for teacher/parent/guardian/student discussion - What can you do?

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.



### Students Using Mobile Phones

From Term 1, 2020 there will be a new mobile phone policy for all government schools. The policy means mobile phones brought to school must be switched off and stored securely during the school day. Smart watches with the ability to make phone calls or send messages must also be handed in.

The aim of this policy is to provide:

- A safe environment to learn without inappropriate mobile phone use (including cyberbullying) or distractions
- Greater opportunities for social interaction and physical activity during recess and lunchtimes

The use of technology is important, but the risks need to be managed. A summary of research articles can be found at <https://www.education.vic.gov.au/parents/going-to-school/Pages/Mobile-phones-in-schools.aspx#research>

#### **General Communication during School Hours and/or in an Emergency**

During school hours, parents are required to phone the school office should they need to communicate with their child arise.

#### **Exceptions**

A small number of exceptions will be made. These exceptions will only be available if a mobile phone is essential for a student in:

- Managing a health condition
- Classroom learning

Teachers can grant a classroom-based learning exception. Other exceptions are managed by the school principal.

More information regarding these exceptions will be available in 2020 once the formalisation of the Ormond Primary School Mobile Phone Policy has been completed.