INTERNET & DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT
GRADE 3 – GRADE 6

Brunswick South Primary School

Policy Implementation Date	Review Date	Responsible for Review
November 2017	November 2020	Policy Subcommittee

Purpose

This document describes the programs and processes that BSPS has in place to support students to be safe, ethical and responsible users of digital technologies. It outlines the expected behaviour and seeks informed agreement from each student and their parents/carers.

School profile statement

At BSPS 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 student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Educate out students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- 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 care-givers 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)

Student declaration and agreement

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;
- 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 behavior;
- 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;
- 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 information and communications technology (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;
- Nor attempting to log into the network with a user name or password of another student.

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

- Keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times (except when approved as part of a lesson);
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

Signature

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

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: _____

School contact name for support and /or agreement: _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

My ideas on safe and responsible behaviour

When I use digital technologies **I communicate respectfully**. This means I:

(write or draw . . . .)

When I use digital technologies **I protect personal information**. This means I:

(write or draw . . . .)

When I use digital technologies **I respect myself and others**. This means I:

(write or draw . . .)