

Acceptable Use Agreement for the use of Digital Learning Technologies by students at Skye Primary School

PART A: School Profile

At Skye 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 Acceptable use Agreement (AUA) outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours of our students when using digital or online spaces.

We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents and guardians. We request that parents and guardians work with us and encourage this behaviour at home.

Digital Technologies include the use of computers, laptops, communication devices, the school network, the internet, digital cameras, scanners, photocopiers, removable storage media, mobile phone devices including iPad, iPods, smart watches, and other online tools.

Online tools, such as blogs, wikis and web apps are powerful learning tools for students. Students can use these tools to create, communicate, collaborate and connect. They can write stories, create podcasts and record videos. They can work with other students and contribute to tasks from home. They can reflect on their learning to help build more knowledge. They can connect and collaborate with students, teachers and experts in other classes, schools and even other countries in a controlled supervised environment.

At our school we:

- have a **Student Wellbeing & Engagement Policy** which outlines our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- have programs in place to educate our students to be safe and responsible users of digital technologies including our Resilience Project
- educate our students about digital issues such as online privacy, intellectual property and copyright
- supervise and support students using digital technologies in the classroom for educational purposes
- 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

- provide a filtered internet service to block inappropriate content, but acknowledge that full protection from inappropriate content can never be guaranteed
- use online sites and digital tools that support student 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 guardians to understand 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
- provide parents and guardians with access to this agreement both via our website and by obtaining a further copy from the administration office
- the following resources provide current information from both the Department of Education and Training and the Children’s eSafety Commission.

Bullystoppers interactive learning modules

<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>

Please read this agreement with your child, discuss and sign.

Return the student agreement to the administration office or classroom teacher.

*By not signing this agreement, your child **will not** be able to log onto the school network or use digital technologies for publishing their work, for research or for any other reason whilst at school.*

This agreement covers all years of schooling for your child at Skye Primary School, unless significant changes are made to the agreement. In that case a new agreement will be sent out to sign and return.

PART B: Student agreement safe and responsible behaviour

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 (ask your child to reflect on how they would feel)
- not sending mean, rude or bullying messages including images and memes or forwarding them on from 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, school, 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 do not share them with anyone except my parent or guardian
- only ever join spaces with my parents' or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself or other students.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means that I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone number 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.

PART C: Student Declaration

When I use digital technologies, I:

Communicate politely and respectfully by thinking and checking what I write, email or post is polite and respectful at all times.

This means that I will:

- write nice things when talking to other people
- not make someone feel sad with what I create using digital technologies
- not access rude, offensive or inappropriate sites or register for accounts for online tools or services without permission of my teacher
- use the internet at school to help me learn
- understand that the school may check my computer files, storage devices, email and may monitor sites I visit.

Protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and **not** to be shared online with anyone.

This means that I will:

- not share my photo online
- not share my password with others.

Look after myself and others.

This means that I will:

- not share my friends' photo online
- tell my teacher if someone is being unkind to me or others
- be respectful in how I talk and work with others online
- never participate in online bullying
- use digital technologies for anything which could inconvenience other people, for example: printing more copies than I need, downloading large files which will slow the network, change any settings on computers or other digital equipment
- logon only using my username and passwords, keep my password a secret and not seek or use the usernames or passwords of others and log off when I am finished.

Use school equipment and access the internet appropriately.

This means that I will:

- use the time I am given to work with digital technologies effectively and remain on task
- respect school equipment by not using USB memory sticks or external storage devices that have been brought from home at school
- think carefully about what I read on the internet and question if it is from a reliable source
- not copy and paste information and pictures, from the internet, as my own work
- not use school equipment for anything that is against the law
- keep food, drink and dirty hands away from digital technologies
- remember that these guidelines apply at home when accessing school based sites or other online resources approved by the school for our learning.

I will talk to my teacher or another adult if I need help online.

This means that I will:

- turn off the screen and tell an adult if something appears on my screen that I don't like or know is not appropriate for school or if somebody writes something I don't like, or makes me or my friends feel uncomfortable or ask me for information that I know is private.

PLEASE REMOVE THIS LAST PAGE – READ – SIGN -- RETURN



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, and I may lose my right to access digital learning technologies at Skye Primary School.

This acceptable use agreement applies when digital learning technologies are being used at school, during school extra-curricular activities, excursions, camps and at home.

Date of declaration: _____

Student name: _____

Student signature: _____

PART D: PARENT DECLARATION

By ticking and signing below, I

- acknowledge that I have read this agreement** and will endeavor to support the school in making sure my child is a safe and responsible user of digital technologies.
- grant permission for my child to use the network and online tools and resources** that have been provided and approved by the school's leadership team.
- I understand that my child's access to the computer network may be suspended or removed** if they breach the conditions outlined in the Student Agreement in line with our school behaviours policy

Parent/Guardian name: _____

Parent/Guardian signature: _____



Student Agreement

(principal or teacher)

Acknowledges the commitment of

(student)

To be a polite, safe responsible and ethical user of digital technologies

As a student I continue to learn to use digital technologies safely and responsibly, I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student signature

Teacher/Principals signature

Date

