



User Agreement Policy

Background

Cyber safety is an important issue in broader society. By the time children arrive at school many are already online or using digital technologies. For example, they visit their favourite websites, play games on hand held technologies, and use various apps and social media sites.

Our school recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/ guardians work with us and encourage this behaviour at home. At our school we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents according to DET policy 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 police.
- 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.
- Provide parents/guardians with a copy of this agreement.

This policy should be read in conjunction with our Student Engagement policy and Bullying Policy.

Purpose

To ensure:

- At Huntingdale Primary School we educate students on being e-Smart when using digital technologies.
- All students, parents and teachers understand their role in the use of digital technologies
- Huntingdale Primary School's practices are compliant with Department of Education and Training (DET) policies and procedures.

Engaging Minds Together



Implementation

The school will:

- Have an E-Learning Team that will be responsible in conjunction with the Principal and Assistant Principal for overseeing the implementation of this policy.
- Use the E-Smart Framework to assist in guiding and implementing cyber safety throughout the school.
- Ensure all classroom teachers plan and teach sessions on safe and responsible online behaviours that the school expects of its students. This will include discussing the Acceptable Use Policy and what it means for students.
- Send home information to parents explaining our Acceptable Use Agreement and asking them to discuss this with their child and send it back to school.
- Promote cyber safety to parents through the school newsletter and parent forums (where available) to further discuss and reinforce safe and responsible online behaviour at home.
- Support parents with any concerns or incidences that arise.
- Send home separate information and permission forms to parents so students can use specific online programs that require parental permission (e.g. Edmodo) The school will keep copies of these letters on the school network for teachers to use.
- Confidentially keep record of signed Acceptable User Agreements in the Office. In the event where students who do not have a signed agreement, they may not be able to use digital technologies at the school. This decision will be made by the Principal in consultation with parents and DET Policy.
- Investigate any breaches by students of the Acceptable Use Policy. This will be done in conjunction with the student, parents, Principal and/or Assistant Principal and classroom teacher. All breaches will be documented and kept confidentially at the school.
- Follow DET guidelines to follow up serious incidences. These can be found at <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/teachrespond.aspx>

See Attachment A- Acceptable User Agreement

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

Certification

This policy was endorsed by School Council at the meeting held on 17 February 2015.

Signed.....

Principal

Signed.....

School Council President



Appendix A

Acceptable Use Agreement for Internet and Digital Technologies

Information for Parents/Carers

Huntingdale Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

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

Some online activities are illegal and as such will be reported to police.

School Support for the Safe and Responsible use of Digital Technologies

Huntingdale Primary School uses the internet and digital technologies as valuable teaching tools and resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Huntingdale we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet.
- Provide a filtered internet service.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Support students in developing digital literacy skills.
- Teach cybersafety as part of the Student Wellbeing Program.
- Use Huntingdale Primary School's mobile technologies for educational purposes.



- Share some student work online (e.g. website), but this will be done without identification unless we have parent permission.
- Provide support to parents/carers to understand this agreement. For example, a copy of the document attached to this agreement for parents/carers to keep at home.
- Work with students to outline and reinforce the expected behaviours online.
- Reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology.
- Expect that mobiles phones brought to school must be stored in the school office during the day and collected by the student after school.



Student & Parent/Carer Agreement

When my child uses digital technology at Huntingdale Primary School, we agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it.
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour. I will turn off the computer screen if I find any information that is inappropriate and then I will report this to the teacher.
- 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.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet for educational purposes and use the equipment properly.
- Abide by copyright procedures when using content on websites. (Ask permission to use images, text, audio and video and cite references where necessary).
- Use social networking sites for educational purposes and only as directed by teachers.
- 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 the teacher.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.

When on school grounds, I/we agree to:

- Only take photos and record sound or video when it is part of an approved lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them.
- Seek appropriate (written) 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 (This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

When We/I supply our own devices (e.g. iPad, iPod) , I/we agree to:

- Allow the school's IT technician to access the device to make it accessible to the school's computer networking system.
- Waive the schools responsibility for any loss or damage to the device or its accessories.

Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement will deny me access to computer equipment and/or the Internet for a negotiated period of time. This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules.



I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions may result in internet and mobile technology access privileges being suspended or revoked.

Student Name

Year Level

Date

Student Signature

Parent/Carer Signature

If you have any concerns about this agreement or ideas for making the agreement better contact

For further Support with online issues students can call Kids Helpline on 1800 55 1800.

Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>