

Huntingdale Primary School

Acceptable Use Agreement for use of ICT and the Internet

General Parent Information

School profile statement

At Huntingdale Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- Have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- Educate our students to be safe and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - 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 including those reported through online services
 - know that some online activities are illegal and as such we are required to report this to the appropriate authority
 - support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cyber smart.
- [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)
- Are working towards e-Smart accreditation and this process helps to create a future where children can grow up in a secure and safe environment.



Huntingdale Primary School

Safe and responsible behaviour when using the Internet and ICT (Years 2-6)

When I use digital technologies and the internet 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 think or feel (*Ask students to reflect on how they would feel.*)
- Working to stop bullying. I don't send mean or bullying messages or pass them on to others
- Creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **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 I:

- Protect my friends' information in the same way
- Protect my passwords and don't share them with anyone except my parent
- 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.

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

- Stop to think about what I post or share online
- Use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- Protect my friends' full names, birthdays, school names, addresses and phone numbers 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 and responsible user of digital technologies and the internet.
- Presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.



Huntingdale Primary School

Safe and responsible behaviour when using the Internet and ICT
(Years F-1)

At school we have discussed ways to be a safe and responsible user of digital technologies and the internet.



- Use a website or App as instructed by my teacher
- Speak to a teacher if I need help
- Turn off the screen if I see something I don't like and tell my teacher
- Be careful with the equipment



- Write comments that are kind
- Be kind to my friends



- Don't say mean things
- Don't share personal information
- Don't search for something that the teacher hasn't given me permission to do



- Only my teacher and parents know my passwords



- Stop to think about what I post or share online



I should be safe at home and only use programs I know and the internet with an adult.



HUNTINGDALE
PRIMARY SCHOOL

Student Agreement/Licence

(Principal or Teacher)

acknowledges the commitment of

(Student)

**to being a polite, safe and responsible 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's signature

Teacher/Principal's signature

Date: _____



Parent Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- School owned ICT devices (e.g. Desktops, laptops, printers, scanners)
- Mobile phones and student owned devices
- Email and instant messaging
- Internet, intranet
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Youtube)
- Blogs or micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Signature

I understand that my child needs 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 my child does not behave appropriately.

Student Name: _____

School Name: Huntingdale Primary School

School Contact Name: _____

School Contact No.: 9544 2318

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____