

User Agreement Policy

Background

At Huntingdale Primary School we use digital technologies as an integral component of learning and teaching programs and recognise that students and teachers must know how to use them safely and responsibly. Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age.

Huntingdale Primary School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians.

Huntingdale Primary School as part of the Victorian Government state school system is committed to the principles of the Child Safe Standards. The school understands that online platforms are considered part of the learning environment and are committed to the safety and wellbeing of all children and young people online. There is a culture of 'no tolerance' for child abuse.

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio or video. ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

Purpose

To ensure:

- That any student or staff use of ICT is undertaken according to the school and DET Acceptable Use Policy.
- Educate our students, parents and staff to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Teachers supervise students when using digital technologies for educational purposes.
- The school responds to issues or incidents according to DET Policy.
- The school provides students, parents/guardians with a copy of the Acceptable Agreement and that it is signed each year.



- That the school is compliant with the Child Safe Standards.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

Implementation

- The Principal has the overall responsibility of implementing this policy.
- This policy works in conjunction with the Student Engagement (including Behaviour Education and Bullying) to support the implementation of the e-Smart Schools Framework for Huntingdale Primary School.

Digital learning tools and resources

There are a range of online systems, tools and resources available to support digital learning at Huntingdale. These are managed and implemented by teachers who lead ICT as part of their role description:

- **ICT school planning resources** to assist in planning for the effective use of digital technologies, to prepare students, achieve powerful learning and teaching and improve learning, teaching and administration See: [ICT School Planning](#)
- **Professional learning resources** for teachers to build their digital teaching capabilities, see: [Digital Learning for Teachers](#)
- **Safe and Responsible Use resources** to support the school to help all school community members to act in a safe and responsible manner when using digital technologies, see: [Safe Use of Digital Technologies](#)
- **FUSE** provides access to online educational resources from around the world. There are websites, interactives, images, audio and video as well as other online resources. Teachers can manage and upload resources, create resource packages to share and access licenced content. All resources are recommended and reviewed by educators, and tagged according to audience, Victorian Curriculum and Senior Secondary curriculum frameworks. See: [FUSE](#)
- **Global2** is the Department's blogging community and is accessible to Victorian government and Catholic schools. Global2 provides space for online collaboration, opportunities for teachers and students to post and comment on blogs, collaborate on wikis, set up discussion forums and embed videos and images see: [Global2](#)
- **Virtual conferencing** enables teachers and students to collaborate online with other classrooms, connect with experts or access professional learning. It can be accessed via the internet or by using a dedicated videoconferencing system. see: [Virtual Conferencing](#)
- **The eduSTAR software** image provides educational software that adds value to teaching and learning. see: [eduSTAR catalogue](#).
- **The Digital Deck** provides a quick overview of the range of digital resources available to schools. It starts with an eduSTAR overview then explores other resources and methods along a continuum. see: [Digital Deck](#)

Management

- The School Council will provide for an ICT budget each year.
- The role of managing ICT and e-Smart will be delegated to staff as part of their role statement.
- The school will have an ICT Team comprising of the school's DET Technician, ICT Leader and classroom teacher. They will liaise with the Principal and Assistant Principal as needed.
- The e-Smart Framework will be used to assist in guiding and implementing cyber safety throughout the school.



- Staff use of Huntingdale Primary school's devices and/or network to access the internet or any other ICT application, is governed by the Department's Acceptable Use Policy <http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf>

Managing Personal Information Online

Schools are bound by the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) (Victorian privacy laws).

Victorian privacy laws require schools to obtain fully informed, freely given, current and specific consent from the parent, guardian or carer of a student to use and disclose their personal information. This also applies to the registration and use of online learning tools and services. Schools are also required to create, manage and dispose of their public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic).

Services which operate online or within cloud technologies usually require certain personal details to create an account. Such services also usually provide an opportunity for personal information to be created within the space by the teacher and/or the student. Parents must give their consent knowing what information has been provided, who is able to see it and where it is stored. The intent of the space must also be understood.

The need for consent applies even when students sign themselves up for an account under teacher direction or supervision. It also applies if the personal information will not be accessible to or viewed by others, as stored data in a system.

Schools must also have parent consent before publishing, reproducing or communicating a student's work, information or image. Schools should understand that while consent can be freely given, it can also be withdrawn at any time. If consent is withdrawn, the school must remove the content/resource or access immediately. See: [Consent forms](#)

Acceptable User Agreement

- The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action.
- Student use of the Huntingdale Primary School's devices and/or network to access the internet or any other ICT application is governed by *Huntingdale's Acceptable Use Agreement for students*.
- Each year the User Agreement will be explained to students and sent home for parents to sign.
- The school will confidentially keep record of signed Acceptable User Agreements in the Office. In the event where students 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.
- Classroom teachers will 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.



Images

- Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.
- Photographs, video or digital images of a student are considered “personal information” and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film.
- Huntingdale Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
 - A clear explanation of the film or photo process
 - Proper information about the project, including the message, the medium and the audience
 - All proposed and foreseeable uses of the material, including secondary uses
 - The impacts of the material being disseminated
 - Timeframes
 - Any relevant intellectual property matters
 - That the person can choose not to be photographed or filmed.
- Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

Teaching and Learning

- As part of the Creating Our Learning Community (COLC) unit of work aspects of cyber safety will be taught to all students. This will include discussing the Acceptable Use Policy and what it means for students.
- Huntingdale Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DET’s Policy at: <http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/techsupport.aspx>

Promotion

- Promotion of e-Smart and cyber safety to parents will occur from time to time through the school newsletter and parent forums (where available) to further discuss and reinforce safe and responsible online behaviour at home.

Storage

- All school ICT devices will be stored safely in a lockable area.
- Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.



Responsibilities and Consequences

- It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.
- All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.
- Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc.) will not be tolerated by Huntingdale Primary School and consequences will apply.
- All instances of ICT breaches will be recorded on GradeXpert under the 'ICT Breach' tab.
- All breaches of students will be investigated using the Acceptable Use Policy. This will be done in conjunction with the student, parents, Principal and/or Assistant Principal and classroom teacher.
- Support parents with any concerns or incidences that arise.
- The school will 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>

- Breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation:

Students

- Removal of network access privileges
- Removal of email privileges
- Removal of internet access privileges
- Removal of printing privileges
- Other consequences as deemed appropriate by the Principal

For Staff

- As part of the staff induction program there will be an embedded understanding of e-Smart and the Acceptable Use Policy.
- Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information - <http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

As DET employee and a professional educator, modelling smart, appropriate use of digital resources is expected. See:

[Using Social Media: Guide for Department employees](#)

[Social media modules developed to support Department employees](#)

- While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

1.1 Department-provided software privacy information

The use of DET provided software in schools must comply with relevant legislation and DET policy, protect the personal information of individuals, and respect the individual's right to control how and for what purpose their personal information is used.



The school must:

- Educate staff and students on the importance of maintaining privacy when using software and other online services for learning and teaching, see:
- Provide parents and guardians with an Parents Information Pack on software which includes an Opt Out form

See:

Software and Privacy Advice

[The 4 'Ws' of Privacy for Online Learning and Teaching Tools \(docx - 181.6kb\)](#) - Information Pack for Schools

[Office 365 Parents Information Pack \(docx - 256.47kb\)](#)

[G-Suite for Education Parents Information Pack \(docx - 215.76kb\)](#)

Evaluation

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

Document Status

Reviewed	School Council Ratification	Next Review
September 2018	November 20 th 2018	November 20 th 2021



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.



My ideas on safe and responsible behaviour

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

(Write or Draw...)

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

(Write or Draw...)

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

(Write or Draw...)



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.
- **Cloud storage and associated programs**

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: _____