



### 2023 Digital Technologies Acceptable Use Agreement – Prep to Year 4

Plenty Parklands Primary 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, by modelling and encouraging this behaviour at home.

At Plenty Parklands Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment, including digital and online spaces.
- have a Student Engagement and Wellbeing Policy that clearly states our school's values and the 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.
- supervise and support students when using digital technologies within the classroom.
- establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities.
- educate our students on issues such as online privacy and intellectual property, including copyright.

To assist us to enhance learning through the safe use of digital technologies we are now asking you to read this document and sign the Acceptable Use Agreement form.

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 students to reflect on how they would feel if they received a hurtful message*)
- not sending mean or bullying messages or forwarding them to 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 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/s
- 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, 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
- will not share or post the link (or password) to video conferencing meetings with others, offline in public communications, or online on public websites or social media forums
- use spaces or sites that are appropriate, 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 and respect all school systems and accounts.

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.

This Acceptable Use Agreement applies to digital technologies, social media tools and online learning environments established by our school or accessed during school hours, including (although not limited to):

- school owned ICT devices (e.g. desktops, netbooks, printers, iPads)
- mobile phones and student owned devices (e.g smart watches)
- tablet devices
- iPods and MP3 players
- photographic equipment
- email and instant messaging
- Internet and Intranet
- social networking sites (e.g. Facebook, Instagram, TikTok)
- video and photo sharing websites (e.g. Picasa, Canva, YouTube)
- blogs and micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video and web conferences (e.g Webex)
- online and cloud storage services – OneDrive, Google Drive
- online learning platforms (e.g. Google Workspace for Education, Seesaw)

All school programs will be used for educational purposes only.

If a school owned device is damaged or lost, the principal or their nominee will determine whether the parent will be contacted about contributing to the cost of repairs or replacement, and whether the student retains access to a device.

This Acceptable Use Agreement applies when I am using any of the above digital technologies, the Internet and online services at school, during school excursions, sporting activities, extra curricular activities, camps and at home.

**Student Agreement:**

I commit to being a polite, safe, responsible and ethical user of digital technologies. I understand that I must be respectful and caring of others when using any digital technologies. I understand that there are actions and consequences if I do not behave appropriately. I will ask a trusted adult for help whenever I feel unsafe or unsure.

Name of student: .....

Home group: .....

Student signature: .....

Name of parent/guardian: .....

Parent/guardian signature: .....

**Please note: This agreement will remain in force for this calendar year. If it becomes necessary to add/amend any information or rule, you will be advised in writing.**