

### 2019 Digital Technologies Acceptable Use Agreement

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 and encourage 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.
- 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.
- educate our students to be safe and responsible users of digital technologies.
- 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.
- raise our students' awareness of 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 attached Acceptable Use Agreement form.

**When I use digital technologies, I agree to be a safe, responsible and ethical user at all times, by:**

- respecting others and communicating with them in a supportive manner by never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images, including those that identify me as part of Plenty Parklands PS.
- protecting the privacy of others; never taking photos of others, posting online or forwarding their personal details or images without their parents' consent.
- talking to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- carefully considering the content that I upload or post online, as I understand that this is often viewed as a personal reflection of who I am.
- investigating the terms and conditions before accessing sites or using games or social media, (e.g. age restrictions, parental consent requirements). If my understanding is unclear, I will seek further explanation from a trusted adult.
- meeting the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student, or staff member.
- not accessing media that falls outside the school's programs and policies.
- using school programs, such as Office 365/Google Apps for Education, for school related purposes only.
- not bringing to school or downloading unauthorised programs, including games.

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

- school owned ICT devices (e.g. desktops, laptops, printers, iPads)
- mobile phones and student owned devices
- tablet devices
- iPods and MP3 players
- photographic equipment
- email and instant messaging
- Internet and Intranet
- social networking sites (e.g. Facebook, Instagram)
- video and photo sharing websites (e.g. Picasa, 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.
- online and cloud storage services - Office 365, Google Apps for Education

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 and the Internet at school, during school excursions, sporting activities, extra curricular activities, camps and at home.

**Student Agreement:**

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 I must be respectful and caring of others when using any digital technologies. I understand that there are actions and consequences established within the school's Student Engagement and Wellbeing Policy if I do not behave appropriately.

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.**