

### **2022 Digital Technologies Acceptable Use Agreement – Years 5 and 6**

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 and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.
- Not using my school log in credentials and email address to sign up to external applications.

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 Suite for Education)

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 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. 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.**