



# Acceptable Use Agreement



At Pascoe Vale Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- have a **School Code of Conduct** that outlines our school's values and expected standards of student conduct, including consequences for breaching the standards - this extends to online conduct
- have programs in place to educate our students to be safe and responsible users of digital technologies (eSmart School)
- provide information about digital access issues such as online privacy, intellectual property and copyright
- supervise and support students using digital technologies in the classroom
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning
- address issues or incidents that have the potential to impact on the wellbeing of our students
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
<https://www.esafety.gov.au/education-resources/iparent> .

## **Safe, responsible behaviour**

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)
- 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
- 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
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help



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- 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 have:

- discussed ways to be a safe, responsible and ethical users of digital technologies
- presented ideas around the ways that we can be a smart, safe, responsible and ethical users of digital technologies.

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



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## Safe & Responsible Behaviour Rules

### Care and Usage of the Equipment – I agree:

- to take great care when using the computer equipment, Surface Pros, Surface Gos and iPads throughout the school and to notify a teacher of any damage or attention required
- to not eat or drink near the computers
- to only use the computer with a teacher's permission and to stay on task
- not to copy, download or put my own software on the school computers as this may cause a virus.

### Device Use - I agree:

- to follow all teacher instructions when using digital technology
- to only open files that are mine or files that a teacher has told me to open or use
- to keep the settings of the school devices as I find them and not to alter screensavers, wallpaper or the way the desktop is arranged, or delete or move apps
- only to print when instructed to by a teacher and only if appropriate content
- not to install any software on school devices unless instructed to by a teacher
- to only log into the school devices using the school log in provided
- not to attempt to log into the network with a user name or password of another student
- not to access media that falls outside the school's policies;
- not to download unauthorised programs, including games (school computers).

### Internet Use - I agree:

- only to access web sites appropriate to the task at hand as directed by a teacher. (not entertainment game sites, music lyrics sites, fan sites, video streaming etc)
- only to access search engines as directed by a teacher – not to use google images unless my teacher has allowed me to
- not to download any files from the internet unless instructed to do so by a teacher
- not to email photographs of any kind, or inappropriate emails
- if I am under 13 years of age, I am not to have a social media account or use such social media apps or sites as Facebook, YouTube, Instagram, Kick, Snap Chat, Twitter, Musical.ly, etc. as I am aware of age restrictions to sites
- to work to stop bullying - I don't send mean or bullying messages or pass them on to others, either at school or at home
- to never participate in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).

### Personal Safety – I agree:

- to respect others and communicate with them in a supportive manner
- to protect my personal information by being aware that my full name, photo, birthday, address and phone number is personal information and I shouldn't post or share these online
- to do the same with others' personal information that I might know. I will protect the privacy of others by never posting or forwarding their personal details or images
- to protect my passwords and not share them with anyone except my parent
- never to meet anyone I have met "on-line" without my parents' permission
- to immediately tell a teacher if I accidentally encounter on my or any other computer anything which I know is inappropriate or makes me feel uncomfortable or unsafe online, including if I see others participating in unsafe, inappropriate or hurtful online behaviour
- 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.



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## Student Acceptable Use of Digital Technologies Agreement

\_\_\_\_\_ acknowledges the commitment of \_\_\_\_\_

(teacher's full name)

(student's full name)

**to being a polite, safe and responsible user of digital technologies according to the details mentioned in the Pascoe Vale Primary School Acceptable Use of Digital Technologies Agreement.**

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. Breaking any of the rules stated in this agreement will result in the withdrawal of my computer privileges for a negotiated period of time set by my teacher or school eLearning leader.

\_\_\_\_\_  
Student's signature (write your name)

\_\_\_\_\_  
Teacher signature

\_\_\_\_\_  
Date

## Parent/Guardian 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, 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), etc.

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.

**I have attended an e-Smart information session at Pascoe Vale Primary School** YES  NO

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 if my child does not behave appropriately.

I have discussed this agreement with my child and agree that any breaking of the rules will result in a loss of computer privileges for a negotiated period of time set by my child's classroom teacher or the school's eLearning Leader.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_