Digital Technology Acceptable Use Agreement – Clunes Primary School

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as ABCkids or Club Penguin.

Part A: School profile statement

Clunes 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 Clunes Primary School we apply our school values across all areas of the curriculum. In on-line behavior we expect children to Learn, Show Respect and be Safe while being Respectful of other cyber citizens.
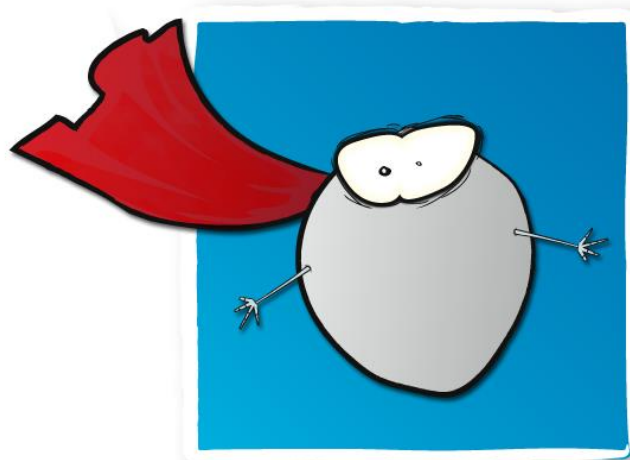
We explicitly teach safe on-line behavior using resources and web sites set up for the purpose. Children are taught about the need to protect their personal information while remaining polite and considerate.

At Clunes 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 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

- Raise our students' awareness of issues such as online privacy and intellectual property including copyright
- Supervise students when using digital technologies for educational purposes
- 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.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

![Department of Education and Early Childhood Development - Victoria State Government]

Part B: Safe and responsible behaviour

When I use digital technologies I:

• **Communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ✓ Never sending mean or bullying messages or passing them on, as this makes me part of the bullying

- ✓ Not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)

- ✓ Not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).

• **Protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- ✓ Protecting my friends' information in the same way

- ✓ Protecting my password and not sharing it with others

- ✓ Only joining a space online with my parent or teacher's guidance and permission

- ✓ Never answering questions online that ask for my personal information.

• **Look after myself and others** by thinking about what I share online.
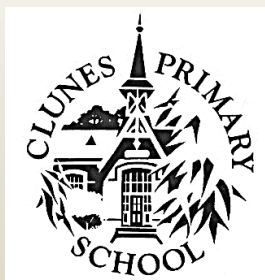
This means:

- ✓ Never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information

- ✓ Speaking to a trusted adult if I see something that makes me feel upset or if I need help

- ✓ Speaking to a trusted adult if someone is unkind to me

- ✓ Speaking to a trusted adult if I know someone else is upset or scared

- ✓ Stopping to think about what I post or share online

- ✓ Using spaces or sites that are right for my age

- ✓ Not deliberately searching for something rude or violent

- ✓ Either turn off the screen or use the back button if I see something I don't like and telling a trusted adult

- ✓ Being careful with the equipment I use

- ✓ Printing only when necessary & seeking teacher permission before printing in colour.

Part C: Student License

This License must be filled in and signed by both parent and child and then returned to school.

CLUNES PRIMARY SCHOOL

Clunes Primary School
awards this license to:

· ·

for being a polite, safe and responsible user of digital
technologies.

I know that I am still learning to use digital technologies safely
and responsibly. I will ask a trusted adult for help whenever I am
unsure or feel unsafe. I agree to follow all the guidelines in the
declaration on the back of this license.

Student: Parent:

Signed: ……………………..   Signed: ……………………..

Part C: Student declaration

When I use digital technologies I:

• **Communicate** politely and respectfully.

This means that I will:
- ✓ Write nice things to other people
- ✓ Not make someone feel sad
- ✓ ……………………………..
- ✓ ……………………………..
- ✓ ……………………………..

• **Protect personal information** by being aware that my full name, birthday, address and phone number is personal information and not to be shared online.

This means that I will:
- ✓ Not share my photo online with any other information but my first name
- ✓ ……………………………..
- ✓ ……………………………..
- ✓ ……………………………..

• **look after myself and others.**

This means that I will:
- ✓ Not share my friend's photo or personal information online
- ✓ Tell my teacher if someone is unkind to me
- ✓ Tell my teacher if I see something rude or frightening online
- ✓ Only use approved email or messaging systems such as SuperClubs (Skoodle), Ultranet Mail or iChat
- ✓ ……………………………..

• **Follow the rules about copyright**

This means that I will NOT:
- ✓ Use pictures or information from websites without listing the web address of the site
- ✓ Use school ICT equipment to copy music, video, games or other material that is copyrighted
- ✓ ……………………………..
- ✓ ……………………………..

• **Understand that access to ICT resources is a privilege and that inappropriate behavior may result in my access to ICT being restricted or withdrawn.**

This means that I will:
- ✓ Not access other people's computer accounts
- ✓ Be respectful of school ICT resources
- ✓ Accept that the contents of my computer account may be inspected by school staff at any time
- ✓ Not access inappropriate sites
- ✓ ……………………………..