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**ACCEPTABLE USE AGREEMENT FOR DIGITAL TECHNOLOGIES**

**Part A - Student Declaration and Commitment**

**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; never writing or participating in online bullying (eg. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
* Protecting my privacy; not sharing personal details, including my full name, phone no, address, passwords & images.
* Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
* Talking to a teacher or other adult if I feel personally uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
* Carefully considering any content I upload or post online; this is often viewed as a personal reflection of who I am.
* Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If I don’t understand I will seek further explanation from a trusted adult.
* Confirming that I meet the stated terms and conditions; completing the required registration processes with truthful 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.
* Not viewing, or attempt to view, inappropriate content on the internet including violent or explicit images or videos.

**Definition of Digital Technologies**

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including:

* School owned ICT devices (e.g. desktops, laptops, iPads, printers)
* Mobile phones and tablets
* Email and instant messaging
* Internet and Intranet
* Social networking sites (e.g. Facebook, Twitter, Snapchat, Instagram, WhatsApp)
* Video and photo sharing websites (e.g. Instagram, Youtube)
* Blogs
* Forums, discussion boards and groups

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities during my schooling at Rosewood Downs Primary School.

I understand and agree to follow the rules set out within this agreement. I understand that there are actions and consequences established within the Rosewood Downs PS Student Engagement Policy if I do not behave appropriately.

**Student Name:…………………………………………….. Student Signature:……………………………………………….. Date: / /2018**

**Part B - Parent Permission**

I agree to allow my child to use digital technologies at school. I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the agreement.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact the school or ACMA Australia's Internet safety advisory on 1800 880 176.

Parent/Guardian Signature : ………………………………………… Date: / / 2018

**Part C – Advice for Parents**

Rosewood Downs 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.

Please take the time to read and discuss the acceptable use agreement and the information below before signing and returning the **first page only** of this agreement to school.

**At Rosewood Downs 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, intellectual property and copyright.
* Supervise students when using digital technologies for educational purposes.
* Provide a filtered internet service but acknowledge that full protection from undesirable content can’t 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.
* Provide parents/guardians with a copy of this agreement.
* 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.

We expect our students to use digital technology responsibly and ethically and adhere to the following;

**When I use technology, both at school and at home I have responsibilities and rules to follow.**

**Rosewood Downs Primary School** believes the teaching of cyber safe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing and/or sharing inappropriate images.

**Not sharing personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.**

Many students like to publish information about themselves and their friends in spaces like Club Penguin, Moshi Monsters, online gaming or blogs. This can put them at risk of being approached, groomed, and/or bullied online.

We recommend that they:

* don’t use their own name, but develop an online name and use avatars where available
* don’t share personal details including images of themselves or their friends online
* password protect any spaces or accounts they have and never share that password
* don’t allow anyone they don’t know to join their chat or collaborative space. Use the block feature
* are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it).

**Being respectful online and not participating in online bullying or hurtful behaviour.**

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Being online can make students feel that they are anonymous (even though online interactions can be traced), and often their environment has very few adults.

Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed.

Participation in bullying or hurtful actions can take many forms in the online world (for example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person).

Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

**Using technology at school for learning, using equipment properly and not interfering with work or data of others**

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as ‘free’, but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school’s technology is another issue and as many computers are shared at school, looking after them is important.

**Not bringing or downloading unauthorised programs (including games) to the school or run them on school computers**

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all school equipment and student work at risk.

**Not looking for rude or offensive sites**.

Filters block most undesirable content, but they aren’t fool proof. Students who deliberately seek out inappropriate content or use technology to bypass filters will have their internet access reviewed and their parents will be informed immediately.

**Using the internet / mobile technology at school to learn.**

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

**Asking teacher to help get permission before using information or pictures**

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

**Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions**

Not everything on the internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, if you ask your child, “Tell me about wombats” you might encourage them to copy and paste facts and images about the wombat. However, if you ask “What would a day in the life of a wombat be like?” you may encourage your child to think about different aspects of the animal’s life and draw together the different pieces of information.

**Talking to my teacher or another adult if I need help or see something I don’t like online**

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content and waste learning time.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or general internet safety contact the school or visit <http://www.cybersmartkids.com.au/for-parents_tips.htm> or email [connect.manager@edumail.vic.gov.au](mailto:connect.manager@edumail.vic.gov.au)

This policy was approved by School Council on 23/07/2018