# TOORAK PRIMARY SCHOOL
## <u>Student Acceptable Use Agreement 3 – 6</u>

## School profile statement

At Toorak 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 **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Educate out students about digital 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;
    - See: Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prinductycare.aspx)
- 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 (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)

**Conditions for use for student owned devices**

This includes those purchased from an external provider. If taken home, the student must bring portable devices fully-charged to school each school day. Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private. All devices purchased from an external provider must have insurance provided by iBroker.

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

☐ school owned ICT devices (e.g. laptops, iPads, printers, scanners)

☐ internet, intranet

☐ cloud services (e.g. Google Classroom and Google drives)

☐ online digital portfolios (e.g. Seesaw)

☐ video and photo sharing websites (e.g. YouTube)

☐ blogs or micro-blogs

☐ forums, discussion boards and groups

☐ wikis (e.g. Wikipedia)

☐ podcasts

☐ video conferences and web conferences.

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When I use digital technologies I **communicate respectfully** by:
- ✓ always thinking and checking that what I write or post or forward to others, 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 (including words and gestures / emojis)
- ✓ 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 author.

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 identifiable information about myself, including my school or clubs' details.

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 for my age group, and if I am not sure I ask a trusted adult for help
- ✓ 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, uncomfortable 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 or inappropriate
- ✓ turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- ✓ am careful and respectful of the equipment I use.

### Consequences and Support
- ✓ If I abuse the privilege of using Digital Technologies for my learning then I will not be able to use all forms of ICT for one week. A letter will be sent home detailing the misuse and I will also need to complete a Cyber Safety activity requested by my teacher.
- ✓ If I abuse this privilege for a second time, my student account and the use of ICT will be suspended for a longer period of time determined by my teacher, ICT Coordinator, the Principal and Assistant Principal. I will also need to complete extra Cyber Safety activities and participate in discussions with my teacher and peers regarding appropriate and safe use of Digital Technologies.

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Digital Technologies access privileges being suspended or revoked.**

Student Name: _____ Student Signature: _____ Grade: _____

### Parent Permission
I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her.

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.

Parent/Guardian Signature: _____ Date:_____