Dear G3 and G4 students,

Here at Elwood Primary School we support the right of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- 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 and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities
- 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 including those reported through online services
- Do not disclose personal or sensitive student or parent information for non-school purposes or without parent/guardian consent
- Know that some online activities are illegal and as such, we are required to report this to the appropriate authority
- Support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - Bullystoppers Interactive Learning Modules - parents
  (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)
- Provide access to tools such as Google Apps for Education (GAFE) to support student collaboration

Please read and discuss the following information with your parents. To acknowledge my commitment to this agreement, I have signed it. Once you have shared this agreement with your family, please sign it yourself and also get your parents to sign it, to acknowledge your commitment to the agreement too.

Once this agreement has been returned to school, you will continue to have full access to all the technologies at school and we will work together to have a safe, inclusive and supportive learning environment.

Don't forget to enjoy using technology too!

Brooke	Ange.
ICT/Library Teacher	Acting Assistant Principal
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G3 and G4
Student Acceptable Use Agreement

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
- Thinking about how the things I do or say online might make someone else feel
- Working to stop bullying - I don't send mean or bullying messages or pass them on to others
- Creating and presenting my own work
- If I do copy something from the Internet, I let others know by sharing the website link to acknowledge the creator

When I use digital technologies and the Internet I **protect personal information**. This means that I:
- Protect my friends' information in the same way
- Protect my passwords and don't share them with anyone except my parent and trusted adults such as my teachers
- Only ever join spaces with my parents or teacher's guidance and permission
- Never answer questions online that ask for my personal information

When I use digital technologies I **respect myself and others** by being on task. This means I:
- Only participate in activities that my teacher/s have directed me to do
- Use services such as Google Apps for Education for school related activities only
- Use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- Stop to think about what I post or share online
- 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 I know someone else is upset or scared
- Don't deliberately search for something rude, inappropriate 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/I have:
- Discussed ways to be a safe and responsible user of digital technologies and the Internet.
- Presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the Internet.

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