



Dear 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 (GAPE) to support student collaboration

Please read and discuss this 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!

Ange.

Leading Teacher - Digital Technologies
dawson.angela.m@edumail.vic.gov.au

Student Acceptable Use Agreement



When I use digital technologies and the Internet 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 think or 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 and if I do copy something from the Internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the Internet 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 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
- Know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the Internet I **respect myself and others** by being on task and also thinking about what I share online. This means I:

- Only participate in activities online and using digital technologies 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
- 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, 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.

2016 Student Acceptable Use of ICT Agreement

(Angela Dawson - Leading Teacher - Digital Technologies)

acknowledges the commitment of

_____ of _____

(student name) (grade)

**to be a polite, safe and responsible user of
digital technologies.**

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. I have signed below, along with my parent/guardian, to acknowledge my commitment to this agreement.

Student's signature

Parent signature

Date

