

# Student Acceptable Use Agreement 2017-2018

for the use of digital technologies and the internet in years P-4

## Introduction

At Monmia Primary School, we support the rights 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:

- have a **Student Engagement Policy** and **Digital Technologies Policy** that together, communicates our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour (available for download: <http://www.monmia.vic.edu.au/school-policies>)
- 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:
  - [Duty of Care and Supervision](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- provide students with a school email address, using the DET ISP provided accounts, that is managed at school. The email address provides no personal details about the student's identity
- use a range of online services to support students in their learning. To minimise risk in using these services we,
  - adhere to the age limits outlined in the terms and conditions
  - use school managed student accounts
  - request parent permission to set up student accounts
  - ensure we have the capacity to supervise the access of online services
  - review student work and online interactions
  - use DET endorsed and/or Australian-based online services whenever available
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- 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 Parent Interactive Learning Modules](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://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>)

## Safe and responsible behaviour

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 (*Ask students to reflect on how they would 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
- 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 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 for my age 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 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
- 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.



**MONMIA PRIMARY SCHOOL**  
- Learn and Achieve -

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## My ideas on safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies and the internet I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies and the internet I **respect myself and others**. This means I:

(write or draw...)

## Student Agreement / Licence 2017 - 2018

\_\_\_\_\_  
(principal or teacher)

**acknowledges the commitment of**

\_\_\_\_\_  
(student)

**to being 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.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date



## Acknowledgment

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

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or microblogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extracurricular activities, and school provided online learning platforms used at home.

## Signature

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

Student name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return THIS PAGE only, completed, to the school by: \_\_\_\_\_**