

Student Acceptable Use Agreement 2022-2023

for the use of digital technologies and the internet in years Prep to 6

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 and Wellbeing Policy** and **Digital Technologies Policy** that together, communicates our school's values and expected standards of student behaviour, including actions and consequences for inappropriate use of digital technologies
- 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](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
(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](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(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) (<https://www.esafety.gov.au/education-resources/iParent>)



MONMIA PRIMARY SCHOOL
- Learn and Achieve -

Copernicus Way
Keilor Downs 3038
Phone: (03) 9364 1007 Fax: (03) 9364 1300
Email: monmia.ps@edumail.vic.gov.au

My ideas on safe and responsible behaviour

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

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

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

Monmia Primary School Acceptable Use Agreement Prep-6 | 2022-2023 | Department of Education and Training

Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible, and ethical user always by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords, and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate, or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (age restrictions, parental consent requirements, etc.) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio, and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.

In addition, to be a safe, responsible and ethical user at all times, I will:

- follow the Mobile Device Policy [here](#).
- keep devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- respect the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respect others and communicate with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtain appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces



MONMIA PRIMARY SCHOOL
- Learn and Achieve -

Copernicus Way
Keilor Downs 3038
Phone: (03) 9364 1007 Fax: (03) 9364 1300
Email: monmia.ps@edumail.vic.gov.au

Student Agreement / License 2022-2023

(Principal or classroom teacher)

acknowledges the commitment of

(student)

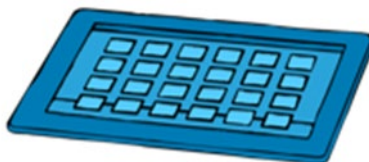
**to being a polite, safe, and responsible user of
digital technologies.**

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

Principal/Teacher's signature

Date





Acknowledgement

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

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

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

Signature

I understand and agree 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 and Wellbeing Policy and ICT Policy if I do not behave appropriately.

For further details refer to the school's policy page [here](#).

Student name: _____

Student signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Please return THIS PAGE only, completed, to the school by: _____



MONMIA PRIMARY SCHOOL
- Learn and Achieve -

Copernicus Way
Keilor Downs 3038
Phone: (03) 9364 1007 Fax: (03) 9364 1300
Email: monmia.ps@edumail.vic.gov.au