ICT Acceptable Use Agreement P-6 2018

The purpose of this Agreement is to ensure that students at Glen Iris Primary School use digital technologies in a safe and appropriate manner.

Glen Iris Primary School believes the teaching of cyber-safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Twenty-first century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour will be explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such could be reported to police.

General Behaviour

Students using digital technology agree to:

- read, agree to and sign the ICT Acceptable Use Student Agreement 2018
- follow all teacher instructions regarding safe and responsible use of all equipment, internet access and software/apps
- be a safe, responsible and ethical user when using digital technology
- support others by being respectful in how they communicate and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal their password to anyone except the system administrator or their teacher
- not bring or download unauthorised programs, including games, to the school or run them on school technology

World Wide Web / Internet

Students using digital technology and accessing the Internet agree to:

- use language that is appropriate in an educational setting
- access appropriate information that is relevant to the curriculum
- use only the software/apps as directed by a teacher
- use online communication tools such as email and blogs as directed by their teacher to enhance their access to curriculum material
- respect others when they talk to, or work with them online
- never take part in harassment or bullying, including forwarding harmful messages or supporting others in inappropriate or hurtful online behaviour
- talk to a teacher or another adult if:
    1. they need help online
    2. they are not sure what they should be doing online
    3. they come across sites that are not appropriate for school
    4. someone writes something they don't like, or makes them or their friends feel uncomfortable or asks them to provide information they know is private
    5. they feel the welfare of another student is being threatened
- ask their teacher and gain permission if they want to access information or pictures from the Internet
- think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help answer questions, not copy and paste information as if it were their own
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- protect their privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the Internet for educational purposes and use the equipment properly
- seek teacher permission before uploading any content to a website

Online Safety
Students using digital technologies agree to:
- keep themselves and their friends safe by not giving out personal information including full names, telephone numbers, addresses, photos or passwords of their own or another student
- speak to a teacher or another adult about any message received or website accessed that is inappropriate or makes the student feel uncomfortable
- use only first names in any online communication
- only take photos, videos or record sound when it is part of a class or lesson and you have teacher approval
- ask permission of all individuals before taking and photos, videos or sound recordings

Personal Mobile Phones
Glen Iris Primary School prefers that students do not bring mobile phones to school. If parents require students to bring a phone to school, students agree to:
- keep their mobile phone turned off and in their school bag during the school day
- protect the privacy of others and never post or forward private information about another person using any messaging service eg. SMS
- follow all rules and behaviour guidelines as detailed above in this ICT Acceptable Use Agreement

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at school will be renegotiated if I do not act responsibly.

Student and Parent/Guardian Agreement

I, (student's name) _____ of Grade: _____

have read this ICT Acceptable Use Agreement, with my parent/guardian carefully and understand the significance of the conditions. I agree to follow all the conditions in this Agreement.

I understand that any breach of these conditions will result in my Internet and digital technology access privileges being suspended or revoked.

Student's Signature: _____(Gr 1-6) Date: _____

Parent/Carer Signature _____ Date: _____