



Acceptable Use Agreement for the Internet and Digital Technologies

November 2014

Dear Parents/Guardians,

Ormond 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.

21st century students spend increasing amounts of time online, learning and collaborating. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as ABCkids or Club Penguin. To be safe and to gain the greatest benefit from the opportunities provided through an online environment, students need to be responsible for themselves and respectful of others online, particularly when using it independently.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

This Acceptable Use Agreement applies to all digital technologies, social media tools and learning environments (e.g. the Edmodo) established by our school or accessed using school owned networks or systems, including (although not limited to): School owned ICT devices, emailing and instant messaging, Intranet, social networking sites (Edmodo), video and photo sharing websites (e.g. Flickr), blogs, forums, discussion boards, wikis (e.g. Wikipedia), podcasts, and video / web conferencing.

There are two parts to this Acceptable Use Agreement. Part A discusses the role the school will play in providing and educating our students about safe and responsible use of digital technologies. Part B outlines a list of behaviours that students will agree to do when using the Internet, Edmodo, technology and mobile technology at school and requires student and parent signatures. It is compulsory for all Prep – Yr 6 students to sign this document before using digital technologies at Ormond Primary School. We ask that parents read through this document with your child/ren (in Year 5 and/or 6) and sign with your child/ren the Acceptable Use Agreement.

Please contact myself if you have any queries. For further support with online issues,

- Students can call Kids Helpline on 1800 551 800.
- Parents / carers call Parentline 132 289
- or visit www.cybersmart.gov.au/

Thank you.

Glenn Butler
Principal



2015 Acceptable Use Agreement: Yr 5 – Yr 6

Part A: School profile statement

Ormond Primary School uses digital technologies (e.g. Internet, Edmodo, computers, and mobile technologies such as Cameras, iPads, etc) as teaching and learning tools. We see digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the digital technologies responsibly at school.

At Ormond Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Use our school core values of honesty, respect, trust, caring, quality learning and tolerance to educate our students to be safe and responsible users of digital technologies and as the basis for discussions about how we treat others in an online environment.
- Have policies in place that outline the values of the school and expected standards of student behaviour when students use digital technology and the internet – ICT Policy and Student Engagement Policy available at our website.
- Educate our students to develop digital literacy skills and to be safe and responsible users of digital technologies through the classroom and ICT Specialist programs.
- Provide supervision when using digital technologies for learning.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- 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.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.



Part B: Safe and responsible behaviour

When I use digital technologies (e.g. Internet, Edmodo, computers, and mobile technologies such as Cameras, iPads, etc) I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, 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 if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

In additions, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Signing the mobile phone school agreement if bringing a phone to school.
- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of school hours (except for approved learning purposes).
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson (including staff).
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them online.



Part C: Student commitment

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, iPads, printers, scanners)
- Personal Devices (e.g. Mobile phones, iPads, iTouches)
- Email and instant messaging (Google Apps for Education)
- Internet
- Social networking sites (e.g. Edmodo, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

The Acceptable Use Agreement applies when I am using any of the above digital technologies at school, during school excursions, camps and extra-curricula activities, or when using school online spaces at home.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Internet and digital technology access privileges being suspended or revoked.

Student Name: _____

Class: _____

Student Signature: _____

Date: _____

Part D: Parent Permission

I agree to allow my child to use the Internet, Edmodo, mobile and digital technology at school. I have discussed the responsible use of the digital technologies with him/her.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or visit the CyberSmart website www.cybersmart.gov.au/report.aspx or Parent Helpline 132 289.

Parent Name: _____

Parent Signature: _____

Date: _____



Part E: Family Information

Family Information – Advice to support the safe and responsible use of digital technologies at home

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat.

The term “space” is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The Internet also provides access to websites with information, images and videos for students to view. Not all content is presented as a space.

About the agreement:

In signing this agreement your child will be agreeing to behave responsibly and sensibly online and to take appropriate action when and as required. Elements of the agreement are explained below. Please contact the school to clarify or receive additional information.

Be a safe, responsible and ethical user whenever and wherever I use it.

The school’s Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the Internet and digital technologies at school.

Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don’t understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.



Students are advised to report an incident if:

- They feel that the welfare of other students at the school is being threatened
- They come across sites, which are not suitable for their school
- Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- They accidentally do something, which is against the rules and responsibilities they have agreed to.

Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - *A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."*

Protect my privacy and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in spaces like Instagram, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- Don't use their own name, but develop an online name and use avatars
- Don't share personal details, including images of themselves or their friends online.
- Password protect any spaces or accounts they have
- Don't allow anyone they don't know to join their chat or collaborative space
- Are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- Understand the terms and conditions of any website or online community that they might join.

Use the Internet at school for educational purposes and use the equipment properly

It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as 'free' however even just looking at a page on the Internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the Internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the Internet or digital technologies for their learning.



Use social networking sites for educational purposes and only as directed by teachers.

Web 2.0 tools and social networking spaces (such as Edmodo) allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

Music, information, images and games on the Internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like LimeWire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

Think critically about other users' intellectual property and how I use content posted on the Internet, not simply copy and paste information from websites.

Not everything on the Internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the Internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the Internet.

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 my password to anyone except the system administrator or classroom teachers.

Not bring or download programs without permission, including games, to the school or run them on school computers.

Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

In school settings, Internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always fool proof. Students, who deliberately seek out inappropriate content or use technologies, which bypass filters, will have their Internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access



to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc. and these put all school equipment and student work at risk.

When using a digital device as a camera I will:

- Only take photos and record sound or video when it is part of a class or lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

Digital devices are a seamless part of our lives. The school allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception. A sample consent form for requesting permission is available on the DEECD website. Consent can be withdrawn at anytime.

<http://www.education.vic.gov.au/management/elearningsupportservices/www/formstemp.htm#H2N10064>

Key Discussion Questions for parents to ask

At home we recommend you make some time to find out how your child is using the Internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn't you tell and why not? *Research shows that students are reluctant to report issues and put at risk their Internet/phone access.*



Make sure you are aware of age restrictions for social networking sites. Encourage your child to set their space to 'private' if they use a social networking site like Instagram, Bebo or Facebook (they are then in control of who can contact them and access their information).

Ensure that all Internet activities occur in a shared place – not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google, Bing etc.

Scenarios for teacher/parent/guardian/student discussion:

What can you do?

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.

If you have any concerns about this agreement or ideas for making the agreement better please contact OPS

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

This policy will be reviewed annually with staff, student, parent and community input as part of the school's review cycle.

Ratified by School Council:

June 2014

to be reviewed: 2015

