



## ACCEPTABLE USE OF TECHNOLOGIES AGREEMENT

**PARENTS: After reading this agreement, please complete and return this front page ONLY to school. Retain the Agreement (Pages 2-5) for your information.**

### Student section:

I understand, and agree to follow, the school guidelines for safe and responsible behaviour when using technologies. I understand that I am responsible for my behaviour when communicating with others.

Student 1 Name \_\_\_\_\_

Student 1 Signature \_\_\_\_\_

Year Level \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Student 2 Name \_\_\_\_\_

Student 2 Signature \_\_\_\_\_

Year Level \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Student 3 Name \_\_\_\_\_

Student 3 Signature \_\_\_\_\_

Year Level \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

*[Please add any other children to the back of this page]*

### To the Parent/Caregiver/Legal Guardian:

I have read and discussed the Acceptable Use of Technologies Agreement with my child/ren. I understand that my child needs to comply with the expected behaviours set out within this Agreement, and that there are school-based actions and consequences for inappropriate behaviours.

### I understand that Laburnum Primary School will:

- Work to enhance learning through the safe use of technologies. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or on ICT equipment/devices at school or at school-related activities
- Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Acceptable Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- Respond to any breaches in an appropriate manner
- Welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

### My responsibilities include:

- Discussing the information about cyber-safety with my child and explaining why it is important
- Supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- Contacting the Principal or nominee to discuss any questions I may have about cyber-safety and/or this acceptable use agreement
- Role modelling safe, smart and responsible use of digital technologies and the internet.

Parent/Guardian Name:

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

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



## **CYBER-SAFETY AT LABURNUM PRIMARY SCHOOL**

Dear Parent/Carer,

The measures to ensure the cyber-safety of students at our school are based on our core values of Integrity, Respect, Responsibility, Passion and Optimism. The Acceptable Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment. We use DET guidelines for this Agreement.

### **School profile statement**

At Laburnum 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.

Our computer network, internet access facilities, computers and other Information Communication Technology (ICT) equipment/devices bring great benefits to the teaching and learning programs at Laburnum Primary School and to the effective operation of the school. Our ICT equipment is provided for educational purposes, appropriate to this environment, whether it is owned or rented either partially or wholly by the school, and used on or off the site.

### **At our school we:**

- have a **Student Engagement and Inclusion Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behavior
- educate our students to be safe and responsible users of digital technologies, including through our eSmart program
- maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations
- 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. These include 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
- 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. We provide this Acceptable Use Agreement and current information from both the Department of Education and Training and the Office of the Children's eSafety Commissioner:
  - Bullystoppers Interactive Learning Modules - parents  
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>
  - eSafety guide for parents - <https://esafety.gov.au/>
- use online services to communicate between parents/guardians and the school.

Material sent and received using the school network may be monitored and filtering and/or monitoring software will be used to restrict access to certain sites and data, including inappropriate content. We understand that primary school children can accidentally access, share or interact inappropriately and we will work with you and your child to rectify any difficulties as they arise, using the relevant well-being guidelines. Your support is, as always, key to working towards solutions in these challenging situations. In the rare case where a student is suspected of an electronic crime ('e-crime'), this may be reported to the Victoria Police. Where a personal electronic device such as a mobile phone is used to capture images or video of a crime, such as an assault or invasion of privacy, the device will be confiscated and handed to the police.

Thank you for your ongoing support of your child's learning, in particular through these fantastic learning technologies.

Regards,

Kim Dray  
Principal

*Privacy:*

*Our school values the privacy of every individual and is committed to protecting all personal information we collect. In Victoria, the primary law that outlines privacy requirements is the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic). This law sets out what the school must do when it collects, uses, handles and destroys personal information.*

#### **Important terms:**

**'Cyber-safety'** refers to the safe use of the internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'School ICT'** refers to the school's computer network, internet access facilities, computers, and other Information Communication Technology equipment/devices as outlined below.

**'ICT equipment/devices'** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school environment.

**'E-crime'** occurs when computers or other electronic communication equipment/devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day or location, at home, at school or in public places.

We expect cyber-safety and invite you to discuss the following agreements with your child to help you and your child stay safe when using Digital Technologies at school or at home.

Whilst this Agreement covers the DET guidelines, and teachers use this Agreement as a basis for discussion in the classroom, they do modify the content of these discussions to ensure it is appropriate to the age of students.



## ACCEPTABLE USE OF TECHNOLOGIES AGREEMENT

### **Safe and responsible behaviour**

When I use digital technologies and the internet I **communicate respectfully** by:

- using technology only for positive purposes. I will be a good friend online, ensuring I write polite and respectful posts or messages
- working to stop bullying. I do not send or pass on mean, rude or offensive posts or messages, or use technology to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke
- being compliant with copyright laws. I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. I will not download or share any 'pirated' material (music, movies, documents, images, games etc.)
- 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
- not interfering with other people's work, folders or documents, which may result in them being changed, vandalised, lost or deleted.

When I use digital technologies and the internet I **protect personal information** by:

- asking my teacher's permission before I post any personal information online. Personal information includes any of the following:
  - My full name
  - My address
  - My e-mail address
  - My phone number/s
  - Photos of myself or photos of other people, from whom I have not gained permission – even if I own the photograph or video
  - My school, sports club, any other out-of-school club or teacher's name
  - Any frequently visited locations
- keeping passwords private, only sharing them with your parents
- joining online spaces with my parents or teacher's guidance and permission
- never answering questions online that ask for my personal information.

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
- 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 inappropriate
- 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.

When I use digital technologies and the internet, I **respect all school equipment/devices/infrastructure** by:

- not intentionally disrupting the smooth running of any school ICT systems
- not attempting to gain unauthorised access to any system, including the internet access and filtering software
- following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible
- reporting any breakages/damage to a staff member.

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.

## **Acknowledgment**

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extracurricular activities, and at home. It includes (but is 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
- DET online tools including Connect/Fuse, which can be used to direct students to websites that have been teacher recommended and reviewed
- online assessment platforms including ACER and Insight
- social networking sites
- video and photo sharing websites
- blogs or micro-blogs
- forums, discussion boards and groups
- storage services (e.g. Dropbox, Google)
- wikis
- vod and podcasts
- video conferences (e.g. Skype) and web conferences
- online services the school uses for communication with parents and/or parent consent (e.g. Website, Sentral, school newsletter).