



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 Behavior when using technologies. I understand that I am responsible for my behavior when communicating with others.

Student Name _____

Student Signature _____

Year Level _____ Date ___/___/___

Parent/Guardian Section:

I have read and discussed the Acceptable Use of Technologies Agreement with my child. 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 do / do not consent to my child having their first name published on the school's website, classroom blog and in the school newsletter.

I do / do not consent to my child having their picture published on the school's website, classroom blog and in the school newsletter.

I do / do not consent to my child corresponding with others, using technology including email and video conferencing through the school's secure internet access.

I understand the need for parents/guardians to maintain secure passwords when communicating with the school via online services (e.g. Compass).

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Date ___/___/___



Greythorn Primary School provides information to parents and students about the school's Technology programs and practices. This Acceptable Use of Technologies agreement describes expected behaviours for using technologies, as well as information to assist parents to support their child's safe internet use at home.

School profile statement

At Greythorn 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** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies, including through our eSmart program <https://www.esmartschools.org.au/Pages/WhatisaneSmartschool.aspx>.
- 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
- 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. 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/)
- encourage parents to regularly discuss the information that follows with their children
- use online services to communicate between parents/guardians and the school (e.g. Compass)

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.



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
- working to stop bullying by not sending mean or bullying messages or passing them on to others
- not interfering with network security, the data of another user or attempting to log into the network with a user name or password of another student
- 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 that I will:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join online spaces with my parents or teacher's guidance and permission
- never answer 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 that I will:

- 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
- not 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

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.

Mobile phone usage: When students are on school grounds, all mobile phones must be switched off and handed in to the office for safe keeping. They can be dropped off before school and collected after school. STUDENTS MAY NOT KEEP MOBILE PHONES IN THEIR SCHOOL BAGS DURING THE DAY.



BYOD (Bring Your Own Device) 1to1 program

This information relates to the 1:1 iPad program, currently operating in Years 2 – 4. Further information regarding this program can be provided by the BYOD co-ordinator.

Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs

Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased by families
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device
- The school will provide access to some software and applications through eduSTAR, the Department of Education and Training's technology platform. There is no cost for this access

School support

Support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school student email accounts
- all school software and associated issues with school applications

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged
- The school does not insure, repair or replace student devices should they be damaged
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day



- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case or satchel at all times
- adhering to this Acceptable Use Agreement when using the device, both at home and at school
- devices are only to be used during the school hours of 9:00-3:30, under the supervision of their teacher

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Acknowledgment

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular 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
- social networking sites
- video and photo sharing websites
- blogs or micro-blogs
- forums, discussion boards and groups
- storage services (e.g. Dropbox)
- wikis
- podcasts
- video conferences (e.g. Skype) and web conferences
- online services the school uses for communication with parents and/or parent consent (e.g. Compass, school newsletter)

Parents are advised that Greythorn Primary School is required under DET policy to obtain valid consent from parents for a range of activities we undertake with students (e.g. excursions). Our school uses online services, such as Compass, to provide an easy way for parents to provide, and the school to obtain, consent for these activities through the use of an electronic signature; for example a 'tick box'.

Where an electronic signature is used through an online service to give parental consent, parents will represent that their consent is valid. We are aware that children sometimes access their parents' personal devices. Please appreciate that for us to satisfy our legal obligations, we will rely upon an electronic signature as providing valid parental consent.

If you are unsure whether your Compass password is secure, please change your password. If you have concerns that your account is being used to provide consent without your permission, please contact the school.