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 via the Victorian Department of Education 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 & Information:
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.

https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx#link6

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.

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 during home learning. It includes (but is not limited to):

- school owned ICT devices (e.g. desktops, laptops, iPads, printers)
- student owned devices and mobile phones
- email and instant messaging
- Google Apps For Education
- Seesaw
- DET online tools, including Connect/Fuse
- social networking sites
- video and photo sharing websites
- blogs or micro-blogs
- forums, discussion boards and groups
- podcasts
- video conferences and web conferences, (for example Webex)
- online services the school uses for communication (e.g. Compass, newsletters)

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'.

Parents are advised that Google Apps For Education (years 3-6) and Seesaw (years F-2) are only to be used for school related purposes.

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.

The school will not disclose personal and sensitive information for non-school purposes or without parental/guardian consent.

During Home Learning students will be communicating using the following software:
- 3-6 Google Apps For Education – learning management system
- F-2 Seesaw – learning management system
- Webex – Victorian Department of Education hosted for secure videoconferencing to allow teachers to provide virtual classrooms and learning each day for students
- Compass – all school communication

During the home learning period virtual learning can be *synchronous*, where all students log in at the one time in a virtual classroom, or it can be *asynchronous*, where students access learning tasks in their own time. During home learning students will be experiencing both types of learning.

This section is for students and parents to write down their own ideas about safe and responsible use of technologies.

My ideas on safe and responsible behaviour

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

(write or draw…)

When I use digital technologies I **protect personal information.** This means I:

(write or draw…)

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

(write or draw…)

Student Agreement

_____

(Teacher)

acknowledges the commitment of

_____

(Student)

**to being a polite, safe, responsible and ethical 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   Teacher's signature

Date

_____