ICT P – 4 Acceptable Use Agreement

PROFILE STATEMENT

At Yarrawonga College P-12, 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 online behavior
- From 1 August 2016, we have a **'Child Safe Standards'** to achieve a zero-tolerance approach to child abuse, supporting a safe environment for children online. Linking with responding to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.)*
- 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 including reviewing and considering the safety and appropriateness of online tools and communities:
  - Bullystoppers Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- 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; providing 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 Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - Parents Cybersafety guide (https://esafety.gov.au/education-resources/iparent)

School council approved this policy on 19/03/2019.

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Safe and Responsible behaviour as a student using digital

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.
- I don't send mean or bullying messages or pass them on to others
- 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 I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent and classroom teacher.
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

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 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
- don't deliberately search for something rude or violent
- 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 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.

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ACKNOWLEDGEMENT

This Acceptable Use Agreement applies to all digital technologies and environments, including (although 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
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences
- external storage devices and cloud storage services

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student Name:	
School Name:	Yarrawonga College P-12
School Contact Name:	Tim Phillips – eLearning Specialist
School Contact no:	(03) 5744 1751
Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	

School council approved this policy on 19/03/2019.

Student Agreement

Damien Keel

_____

(principal or teacher)

acknowledges the commitment of

_____

(student)

to being a polite, safe and responsible user of

digital technologies.

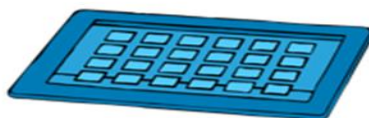As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

_____   _____

Student's signature   Teacher/Principal's signature

Date

19/3/19

_____

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My ideas on safe and responsible behaviour

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

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

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

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FURTHER INFORMATION AND RESOURCES

Student Wellbeing and Engagement, Digital Technologies/eSmart.

REVIEW CYCLE

This policy was last updated on 18/03/2019 and is scheduled for review in 2022.

School council approved this policy on 19/03/2019.