

Acceptable Use of Digital Technology Agreement: Prep



Cybersafety is an important issue for young children. By the time our 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, Minecraft or Club Penguin. While we are proactive in promoting the safe, responsible and ethical use of digital learning technologies at SKPS, we believe it is a shared responsibility with parents/guardians to encourage families to model safe practice discuss values with students and educate themselves by attending information sessions conducted by the school on a regular basis. We recommend that parents/guardians familiarise themselves with the SKPS Digital Technology Policy and regularly view all relevant posts on the school website.

Part A: School profile statement

St Kilda Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At St Kilda 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
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behavior
- annually review and update the Digital Technology Policy
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- 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
- 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
- provide parents/guardians with a copy of this agreement on the school website
- do not allow students to use school computers without teacher supervision
- **do not encourage students to use social media websites such as Facebook, Twitter, Instagram, etc.**

Part B: Safe and responsible behaviour

When I use digital technologies I:

- **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ✓ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- ✓ don't use actions online to be mean to others (this can include leaving someone out to make them feel bad)
- ✓ don't copy someone else's work or ideas from the internet and present them as my own (I will include the website link)

- **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- ✓ **protecting my password and not sharing it with others**
- ✓ only joining a space online with my parent or teacher's guidance and permission
- ✓ never answering questions online that ask for my personal information.

- **look after myself and others** by thinking about what I share online.

This means:

- ✓ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
- ✓ speaking to a trusted adult if someone is unkind to me
- ✓ speaking to a trusted adult if I know someone else is upset or scared
- ✓ stop to think about what I post or share online
- ✓ using spaces or sites that are right for my age
- ✓ not deliberately searching for something rude or violent
- ✓ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- ✓ I am careful with the equipment I use

Part C: Student declaration

When I am at school I agree to be a safe and responsible user of digital technologies and to abide by the following rules and behaviours and acknowledge that my teachers are considering my safety and well being at all time.

I agree:

- to carry the laptop with 2 hands while we walk across the room and close the lid gently. If I am using an iPad I will make sure it stays in its case
- to use the keyboard or mouse gently and to wait patiently for programs to load or pages to change
- to not damage the screen with my fingers, pencils, etc.
- to only use the game or website my teacher has shown me
- to use any other school digital equipment, e.g. cameras, with care and respect
- to leave all electronic toys, games or equipment at home to keep it safe
- to only use Google search engine under the teacher's direction
- that only a teacher can download apps or music on the iPads. Students are not allowed to go to the App Store, iBook or iTunes store at any time.
- that digital media tools, i.e. camera, video and iMovie should only be used during teacher approved activities.

When I use digital technologies I:

- **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means that I will:

Not share my password and user name for the school computers

Not tell anyone my name or where I live unless I know who the grown up is



- **look after myself and others.**

This means that I will:

Only use the internet when a grown up is near by

If I see something I don't like on the screen I go and tell a grown up straightaway

If I know someone else has seen something on the computer and that they feel upset I will tell a grown up straightaway



Please colour in the smiley faces when you have talked to your parents about these things

I have shared this agreement with my parents and I agree to follow the rules and to act safely and responsibly when using digital technologies at school at all times. I accept that there will be consequences if I choose to break the rules or behave irresponsibly

Student name:

Date:

I have discussed the above agreement with my child and agree to support my child and the school to ensure that my child develops safe and responsible habits and attitudes when using digital technologies at school

Parent signature:

Date: