

Acceptable Use of Digital Technology Agreement: Year 3/4



Cybersafety is an important issue for young children. By the time young 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. All inappropriate behavior is documented
- 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 our 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
 - ✓ not being mean to others online (including leaving someone out to make them feel bad)
 - ✓ not copying someone else's work or ideas from the internet and presenting them as my own (I will include the 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
- ✓ protecting my friends' information in the same way
- ✓ 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, phone numbers, passwords and images because this is their personal information
- ✓ talking to a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- ✓ carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- ✓ investigating the terms and conditions e.g. age restrictions, parental consent requirements. If my understanding is unclear I will seek further explanation from a trusted adult
- ✓ confirming that I meet the stated terms and conditions, completing the required registration process with factual responses about my personal details
- ✓ handling digital technology with care and notifying a teacher if it is damaged or requires attention
- ✓ abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- ✓ not bringing or downloading unauthorized programs, including games
- ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
- ✓ talking to a trusted adult if someone is unkind to me
- ✓ speaking to a trusted adult if I know someone else is upset or scared
- ✓ stopping 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
- ✓ not to use my mobile phone on school property at any time. I know that the only calls I can make are to notify parents of my arrival at school and confirm arrangements at the end of the day after leaving the classroom.
- ✓ that I will follow the classroom procedures regarding any personal devices I bring to school, e.g. my mobile phone or my iPad (BYOD program) and understand that I must treat these items with care and respect at all times.
- ✓ to not use any other mobile phone facilities, e.g. camera (still and video), voice recording, internet, etc. will be accessed on school property during school hours

Part C: Student declaration

When I am at school I agree to abide by the following rules and behaviours and acknowledge that my teachers are considering my safety and well being at all times.

I agree:

- to treat all school property with care and respect, i.e. I will work on a suitable surface where the laptop is stable and secure; I will not eat or drink when working on any digital equipment. If I am using an iPad I will make sure it stays in its case
- that I will only use the internet for teacher directed activities
- 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
- 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:

- **communicate** politely and respectfully.

This means that I will:

- **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:

- **look after myself and others.**

This means that I will:

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

Student signature:

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: