SANDRINGHAM EAST PRIMARY SCHOOL
Acceptable Use Agreement for the Internet, Email and Digital Technologies

Part A: School Profile Statement

Cyber safety is an important issue for all students and adults. 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.

Sandringham East PS believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/guardians are asked to support our teaching and work with us by encouraging this behaviour at home. Some online activities are illegal and as such will be reported to police.

In this document, your child is being asked to agree to use the internet including emailing and video conferencing, computers (desktops and laptops) and mobile technologies (including iPads, tablets, cameras and iPods) responsibly at school and at home.

At Sandringham East PS 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 behaviour
- 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.

The Sandringham East PS Staff will provide adequate supervision and have taken steps to minimise the risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don't hesitate to contact Principal Laureen Walton, Assistant Principal Genevieve Casonato or E-Learning Coordinator Claire Parsons or your child's class teacher.

Part B: Students' Safe and Responsible Behaviour.

When I use digital technologies I:

• **communicate respectfully** by thinking and checking that what I write, email 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
- ✓ always using appropriate language and gestures / emoticons
- ✓ using email to only share information, attachments and URLs that supports our learning, to give positive and constructive feedback, and to promote team work.
- ✓ not using actions online to be mean or hurtful to others. (This can include 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 friends' information in the same way
- ✓ protecting my password, not sharing it with others and not using other students' usernames and passwords
- ✓ 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 or 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 or inappropriate
- ✓ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- ✓ being careful and respectful of the equipment I use.

Consequences and Support

- ✓ If I abuse the privilege of using ICT for my learning then I will not be able to use all forms of ICT for one week. A letter will be sent home detailing the misuse and I will also need to complete a Cyber Safety activity requested by my teacher.
- ✓ If I abuse this privilege for a second time my student account and ICT will be suspended for a longer period of time determined by my teacher, ICT Coordinator, the Principal and Assistant Principal. I will also need to complete extra Cyber Safety activities and participate in discussions with my teacher and peers regarding appropriate and safe ICT usage.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name: _____ **Year:** _____

Student Signature: _____ **Teacher's Signature:** _____

Parent/Carer Signature: _____ **Date:** _____

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers call Parentline 13 22 89 or visit http://www.cybersmart.gov.au