

# YARRAVILLE WEST PRIMARY SCHOOL

## Digital Technologies Acceptable Use Agreement: Grades 3 and 4

### Part A: Background

Yarraville West 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.

Yarraville West Primary is an **eSmart** school. Designed for Australian schools, eSmart is an initiative of the Alannah and Madeline Foundation. eSmart is a system to help schools reduce bullying and cyberbullying and to promote cybersafety. In eSmart schools, social and emotional skills are taught, relationships are strong and supportive, and learning outcomes are enhanced. Bullying and cyberbullying are therefore less likely to thrive.

Yarraville West Primary School is committed to providing programs and procedures to support safe and responsible uses of digital technologies. At Yarraville West Primary School it is expected that all members of our community work together to provide a safe, caring and supportive learning environment. Our school community includes principals, teachers and school staff, students and parents/carers.

**All students are to read through this agreement together with their family. The complete agreement must be read and the final page signed and returned to school immediately. This agreement will be reviewed and signed (in conjunction with parents) in Prep, at the beginning of Grade Three and at the beginning of Grade Five. Our Grade Six students will also complete their eSmart Digital Licence, created and launched by the Alannah and Madeline Foundation in 2015.**

All Yarraville West Primary School members share high expectations that are:

- jointly negotiated, owned and implemented by all members of the school community;
- clear and specific;
- focused on positive and pro-social behaviours;
- focused on prevention and early intervention;
- supported by relevant procedures;
- consistent, fair and reasonable; and
- linked to appropriate actions and consequences.

At Yarraville West Primary School we:

- 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; and will file the signed Part D of this agreement and keep the pro-forma copy available on the school website.

### Part B: Safe and responsible behaviour

When I use digital technologies I agree to be a safe, responsible and ethical user at all times 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 using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- not copying someone else's work or ideas (e.g. videos, pictures, writing) 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 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.

**looking 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 (like my teacher or someone in my family) if I see something that makes me feel upset or if I need help.
- speaking to a trusted adult (like my teacher or someone in my family) if someone is unkind to me.
- speaking to a trusted adult (like my teacher or someone in my family) if I know someone else is upset or scared.
- using spaces or sites that are right for my age by checking the terms and conditions (e.g. age restrictions, parental consent requirements). If I am unsure, I will speak to a trusted adult (like my teacher or someone in my family).
- 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.
- only accepting friend requests from people I know in real life.
- not bringing to school or downloading unauthorised programs (e.g. games, videos, songs).

**taking care of all digital technology equipment. This means:**

- not interfering with device settings, network systems and security, the data of another user or attempting to log in with a username of another student.
- being careful with the equipment I use.

**using my mobile phone safely and responsibly. This means:**

- respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- keeping the device on silent during class times; only making or answering calls or messages outside of school hours.
- respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

## Part C: Definitions

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school-owned networks or systems; or used to interact with other members of the school community.

**'Digital technologies'** include but are not limited to:

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, tablets, iPads)
- Internet and Intranet
- Mobile phones, digital cameras, gaming consoles
- Email and instant messaging
- Social networking sites (e.g. Facebook\*, SuperClubsPLUS)
- Blogs, Wikis (e.g. Wikipedia), micro-blogs (e.g. Twitter\*), vod and podcasts
- Video and audio players/receivers, video and photo sharing websites (e.g. Picasa, Youtube)
- Storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Video conferences and web conferences.

\* Many social networking sites (including Facebook) require by law that members are over 13 years of age.

**'Cyber bullying'** is bullying which uses digital technology as a means of victimising others. It is the use of technology – such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) – with the intention of harming another person.

**'Cyber-safety'** refers to the safe use of digital technology, including mobile phones; and covers areas such as privacy, password creation, protecting personal details, virus scanning, secure websites, and scams.

**'Digital footprint'** is your online identity and the record you leave as a digital citizen

**'E-crime'** occurs when computers or other electronic communication equipment/devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school environment.

**'School ICT'** refers to the school's computer network, Internet access facilities, computers, and other ICT equipment/devices.

## Part D: Student declaration (Grades 3 and 4)

This Acceptable Use Agreement applies when you are using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

The following guidelines were put together by your 2014 eSmart ambassadors and explain how to keep safe and smart at school.

**If you are sent something that you feel is inappropriate via email, text message or social media, this is what you should do:**

- Tell your computer teacher/class teacher if you are at school.
- Tell your parents if you are at home.
- Ignore it, but don't delete it.
- Take a snapshot of the screen.
- Don't reply and don't react. This is what the sender wants you to do.

**If anyone at our school is found to be sending anything inappropriate or misusing technology, here are the consequences:**

- You will still be allowed to use iPads and computers at school, however you will not be allowed to have access to the Internet or email.
- Your parents will be informed. It is likely that they will take away your internet privileges at home too.
- In order to gain your access back, you will be required to take part in an education session with the eSmart Ambassadors. This session will help you understand the importance of using technology responsibly.

**Here are some technology tips for you to remember:**

- Keep your passwords secret.
- Don't sign up for apps that you are not old enough to have.
- Things that you post or send stay there forever.
- Think before you click!

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand the actions and consequences established at Yarraville West Primary School if I do not behave appropriately.

**Student Name & Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Parent / Guardian:** \_\_\_\_\_

**Parent / Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/guardians can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>