Yarraville West Primary School
Digital Learning
Acceptable Use Agreement (Prep-2) 2021

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 <u>final page signed and returned to school immediately</u>. This agreement will be reviewed and signed (in conjunction with parents) each year.

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 personal mobile devices safely and responsibly. This means:
- respecting others and communicating with them in a supportive manner; never participating in verbal or written bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- turning the device off and handing into my teacher at the start of the day, to be collected at 3:30pm and 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.
- 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*, Instagram*)
- 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)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Video conferences and web conferences.

* Many social networking sites 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 (Prep – Grade 2)

We have read and understood the Digital Technologies Acceptable Use Agreement and we are aware of the school's initiatives to maintain a cyber-safe learning environment.

For the student:

- I will demonstrate *safe and responsible* behaviours when I use digital technologies.
- I will treat all digital equipment with respect

Student Name & Grade: _____

Please print

For the Parent/Guardian,

My responsibilities include:

- Ensuring this User Agreement is read and signed by my child and myself and returned to the school.
- Encouraging my child to always demonstrate *safe and responsible* behaviours.

Name of Parent / Guardian: _____

Please print

Parent / Guardian Signature: _____**Date:** _____

This Acceptable Use Agreement applies when students are using any of the above digital technologies at school and at home, in conjunction with the YWPS Mobile Phones Policy 2019.

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