

## **Acceptable Use Agreement for Internet and Digital Technologies**

### **Year 3 - 6**

#### **Part A: School Profile Statement**

**(Parent/Carers Instructions: Please complete details on Page 2, 3 & 4 and return the signed agreement to the office)**

Westgarth Primary School recognises the importance of Digital Technologies in preparing students for the future and values this as an integral part of the curriculum. We want our students to be confident and safe using this technology. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught with a strong partnership between home and school.

By the time young children arrive at school, many are already online or using digital technologies. They may visit their favourite websites, play games and or use apps with social media functionality.

In this document, your child is being asked to agree to use the Internet, computers (both desktops and laptops) and mobile technologies (including iPads, tablets and cameras) responsibly at school and at home. We are requesting that all students and parents read the set of rules outlined below together and sign an agreement to treat our ICT resources with respect, use the Internet responsibly and keep ourselves and Westgarth community members' safe online.

#### **At Westgarth 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 and Inclusion 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
- understand that electronic communication is not a secure means of communication and the sender should always refer to our Confidentiality Policy
- provide parents / guardians with a copy of this agreement.

Our school staff will provide adequate supervision and take steps to minimise the risk of exposure to unsuitable material. Please take time to read and discuss Part B of this agreement with your child. Once the agreement is signed, please return the form to your child's teacher so that ICT resources may be used in class. If you have any questions about this, please do not hesitate to contact our Digital Learning Leading Teacher Ben Cunningham or our Principal Jo Wheeler.

## Part B: Students' Agreement for Safe and Responsible Behaviour Year 3 – 6



### 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 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 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.

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

#### This means:

- never sharing my friends' full names, birthdays, school name, addresses and phone numbers because this is their personal information
- speaking to a trusted adult if I see something that makes me feel uncomfortable 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
- stopping and thinking before I post or share something 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

- **look after our equipment** by being mindful of how I am using our learning technologies at school.

#### This means:

- never eating or drinking while using equipment
- carrying our devices with both hands
- not drawing on, or purposely damaging our equipment
- letting a teacher know if my device is damaged in some way
- charging devices after use
- keeping our devices clean.

**I have read the 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 digital technology access privileges being suspended or revoked.**

**Student Name:** \_\_\_\_\_ **Grade / Teacher:** \_\_\_\_\_

**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 [www.esmart.org.au/](http://www.esmart.org.au/) If you have any concerns about this agreement or ideas for improving the agreement, please contact the school

## Part C: Permission to View Media

Student Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

### Viewing Media

In attempt to both spark curiosity in students and improve digital literacy, teachers at Westgarth Primary School will sometimes make use of videos and DVD's to support particular units of inquiry. Students may be given the opportunity throughout the year to watch media considered as acceptable by the school with PG rating. As PG classified material is not recommended for viewing by persons under 15 without guidance from guardians, we are asking for permission for students to view this media.

#### Parent Permission

I **DO/DO NOT** (please circle) agree for my child to view media deemed educational and rated PG as part of the curriculum at Westgarth Primary School.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part D: Permission To Use Photos and Video

Student Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

### Photos and Video

At Westgarth Primary School we often celebrate the efforts of students by mentioning their participation in school events and their achievements in our school newsletter accessible on the school website. Photographs of students are also regularly included. We also use photographs of students on the school website, along with samples of their work. Students may also feature on DVDs created by their class and other school publications such as brochures.

If you have any concerns about how photographs or videos of your child may be used by the school, please let us know. Consent can be withdrawn at any time. Please contact the Principal if you have any questions or concerns about this agreement.

#### Parent Permission

I **DO/DO NOT** (please circle) give permission for photographs of my child to be used in school publications and for my child to appear in school video productions.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part E: Permission To Use Photos and Video to External Publication

Student Name: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_

### Photos and Video to External Publication

At Westgarth Primary School we are often requested by external publication, for example: The Age or Stephanie Alexander Kitchen Garden Program, to publicise and celebrate the efforts and achievements of students by mentioning their participation in school events.

If you have any concerns about how photographs or videos of your child may be used by the school, please let us know. Consent can be withdrawn at any time. Please contact the Principal if you have any questions or concerns about this agreement.

#### **Parent Permission**

**I DO/DO NOT** (please circle) give permission for photographs and video of my child to be used by external publication. The school will endeavour to contact me prior to publication.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_