Feb 2013

Dear Parents / Carers,

We all live in a digital era and increasingly, children and adults are using a range of digital technologies that take us beyond the walls of our classrooms and homes. As a consequence, Glen Katherine believes the teaching of cybersafe 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 not being directly supervised. The same applies to the students when at home which is usually when their online time is maximised.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home and ensure adequate supervision is also provided. Knowing what children are doing online, what they're accessing, who they're communicating with are all matters of interest to both teachers and parents.

Illegal online activities can be reported to the police by anyone aware of illegal behaviours. For example, parents need to be aware that the minimum age for a Facebook account is 13 years.

Part A - School support for the safe and responsible use of digital technologies

Glen Katherine uses digital technologies as teaching and learning tools. We see the school's intranet, internet and digital technologies as valuable resources but acknowledge that they must be used responsibly at all times.

Your child has been asked to agree to use digital technologies responsibly at school. Whilst policies and procedures are designed to protect all users, parents/carers should also be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Glen Katherine we:

• have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the internet
• provide a filtered internet service where online student access data can be traced if required
• provide supervision and direction in online activities and when using digital technologies for learning
• support students in developing digital literacy skills
• have a cybersafety program focussing on building awareness and safe practice when online
• use mobile digital technologies for educational purposes (e.g. photos from excursions)
• provide support to parents/carers to understand this agreement (e.g. language support)
• provide support to parents/carers through a 'Family Information – Advice to support safe & responsible use of digital technologies at home' document available on the school’s website (all parents are strongly encouraged to read this)
• work with students to outline and reinforce the expected behaviours in the UltraNet.

Please read through the Acceptable Use Agreement on page 2 and discuss the contents with your child. Parents of students in the P-2 area should have a discussion with their child about general use of a computer and not be too worried about some of the more complex issues that are more applicable to students in years 3-6. Parents of students in years 3-6 will need to have a more detailed discussion with your child as much of what is written also applies to home use as well.

All students in Grades 3-6 must sign the Agreement, along with a parent.

Students in Prep – Grade 2 are not required to sign the document, only an adult’s signature is required.

The signed Acceptable Use Agreements are to be returned to your child’s class teacher on or before FRIDAY FEBRUARY 8th please.

If you have any concerns or queries about the User Agreement or ideas for making the agreement better, please contact us. Also, please make sure that you check the supplementary “Family Information – Use of Digital Technologies” document on our website www.glenkpcs.vic.edu.au and look for the link on the home page. A copy of the User Agreement is also on the website.

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

Jill Ramsay
Principal
Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user and never deliberately do things that I know are wrong.
- be respectful in how I communicate with others online and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful ways).
- talk to a teacher if I feel uncomfortable or unsafe online or when I see others participating in unsafe, inappropriate or hurtful online behaviour.
- make sure I understand and follow the terms and conditions of websites and online communities that I use (including age requirements) and be aware that any content I upload or post is my digital footprint which can be tracked and used as evidence of my online behaviour if required.
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, names of groups I belong to (eg footy team) and images.
- use the internet for educational purposes only and to use the school’s equipment and system properly.
- use approved social networking sites for educational purposes and only as directed by teachers.
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- think critically about other users’ intellectual property (i.e. information that belongs to someone else) and how I use any information posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- not reveal my password to anyone except my teacher.
- not bring or download unauthorised programs, including games, to the school on any device including a USB/memory stick or run them on school computers.

If I need to use my personal mobile phone, iPod, camera or other mobile digital device I agree to:

- follow the school’s policy and procedures. If I bring a digital communication device to school a parent permission form must be completed and returned to the school office (form available from the office or on the school’s website). If permission to have a mobile communication device is given, at no stage am I able to use my mobile device during the school day (includes outside of school activities also). I also understand that if I have a mobile device at school, then it is my responsibility to look after it including keeping it out of sight of others.
- protect the privacy of others and never post or forward or show others private information about another person using Social Message Service (SMS), emails, social networking sites etc.
- only take photos and record sound or video when it is part of a school activity approved and supervised by a teacher. This includes getting permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video (taken during teacher approved school activities) to anyone else or to any online space.
- be respectful and never use photos, images, video of others as a tool for bullying or harassment.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow the rules. I understand that there will be consequences for inappropriate behaviour including losing access to the internet and mobile technologies if required.

TO BE RETURNED TO SCHOOL ON OR BEFORE FRIDAY FEB 8th

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 withdrawn permanently.

Student Name _______________________

Year Level _______________________

Student Signature _______________________
(Students from Yr 3 – 6 must sign)

Parent/Carer Signature _______________________

Date ________________________