



## Acceptable Use of Digital Technologies Student Agreement Information

Feb 2017

Dear Parents / Carers,

We all live in a digital era and increasingly, children and adults are using a range of digital devices 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.

21<sup>st</sup> 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 and often, compromised.

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 and user expectations are 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, Instagram or Kick account is 13 years.** Parents would be surprised to know how many breaches of online behaviour get reported to the school where parents have allowed their child to have a social communication account/s and then not have checks in place to monitor whether or not their child is behaving appropriately online. Making inappropriate and/or threatening comments about others etc. is illegal and reportable. Accessing social communication sites such as Facebook, Instagram, Kick etc. cannot be done at school due to the internet filtering system, hence parents must take full responsibility for their child's access to and/or use of any such sites. Parents are strongly advised to do their own homework and become fully aware of the shortcomings of giving underage children open access to the web and social communication sites.

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

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

Your child has been asked to agree to use digital devices 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 permitted digital devices 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 devices for learning
- support students in developing safe and appropriate digital literacy skills
- have a cybersafety program focussing on building awareness and safe practice when online
- use mobile digital devices for educational purposes (e.g. digital cameras)
- provide support to parents/carers to understand this agreement (e.g. language support if required)
- provide support to parents/carers through a '**Family Information – Advice to support safe & responsible use of digital devices at home**' document available on the school's website (**all parents are strongly encouraged to read this along with other information placed on the website**)

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.

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

**All students in Grades 3-4 must sign the Agreement, along with a parent.**

**Students in Year 5 – 6 complete a separate iPad agreement, along with a parent.**

**The signed Acceptable Use Agreements are to be returned to your child's class teacher on or before FRIDAY FEBRUARY 17th 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.glenkps.vic.edu.au](http://www.glenkps.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>

Leanne Tingwell  
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 (e.g. footy team) and images.
- use the internet for educational purposes only and use the school's equipment and system properly.
- use school 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 any personal digital device (i.e. camera, iPod, iPad etc.) to school without permission from a teacher. This includes a USB/memory stick. If I have teacher permission then I must follow the school's policy & procedures.
- not download unauthorised programs, including games, onto the school system
- only take photos and record sound or video when it is part of a school activity approved and supervised by a teacher.
- 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.
- protect the privacy of others and never post or forward or show others private information about another person using Short Message Service (SMS), emails, social networking sites etc.

*I must have parent permission to have my mobile phone at school, therefore I agree to:*

- making sure that I get a parent to sign and return a mobile phone permission form to my teacher. (*Form available from the office or on the school's website*). If permission has been given, at no stage am I able to use my mobile device during the school day (includes on buses and all outside of school activities too). I also understand that when I have my device at school, then it is my responsibility to look after it including keeping it out of sight of others.

**This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.**

**TO BE RETURNED TO SCHOOL ON OR BEFORE FRIDAY FEBRUARY 17th**

**I have read the Acceptable Use Agreement carefully, discussed it with a parent and understand the importance of doing the right thing. I agree to abide by these conditions. I understand that not doing the right thing could result in my access to internet and digital devices at school being suspended or withdrawn permanently.**

**Student Name** \_\_\_\_\_

**Year Level** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ (Students from Yr 3 – 4 must sign)

**Parent/Carer Signature** \_\_\_\_\_

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