

## Acceptable Use Agreement for digital technology Strathmore Primary School Years 3 and 4 students

### Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint and cannot always be deleted
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the Internet for educational purposes and use the equipment properly
- 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 and how I use content posted on the Internet.
- not interfere with network security (the use of a VPN is not allowed when connected to the school's network)
- not interfere with 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 the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not bring any USB or other storage device to school and use it, until my teacher has given me permission and checked it for viruses

When using a phone, camera, or other mobile device I agree to:

- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS) / iMessage or any form of instant messaging.
- only take photos and record sound or video when it is part of an approved lesson or learning task.
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful with the photos I take or video I capture and never use these as a tool for bullying
- if I am required to bring a mobile phone to school, it will be handed to the teacher at the start of the school day.

Students in Grades 3&4 will be allowed to bring their own devices to school to practise, create and present work relevant to current topics. These devices will only be allowed to come to school with parent permission with a signature below. In these cases students agree to:

- bring iPads (Generation 2 or newer)
- ensure devices have covers that protect all parts
- before any image is used of another student written permission will be gained (in the form of a co-signed sheet by the owner, fellow student/s and teacher)
- give devices to teachers to be locked away when not in use
- use their device appropriately, working on specific tasks that are given by their teacher
- not use another student's technology at any time

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet at school will be renegotiated if I do not act responsibly.



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 revoked.

Student Name .....Year Level ..... Date .....

Student Signature.....

I agree to allow my child to use the internet at school under the guidance of a teacher. I have discussed the potential issues and responsible use of the Internet with him/her as outlined above. I give permission for my child to bring their device to school to use within the above guidelines. I accept that my child will be fully responsible for the care and use of their device, including any unforeseen damage that may occur.

Parent/Carer Signature .....

If you have any concerns about this agreement or ideas for making the agreement better, please contact the school on **9379 3991** or at **strathmore.ps@edumail.vic.gov.au**.

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