

# Mirripoa Primary School 2021 ICT Acceptable Use Agreement

## School Profile Statement

Mirripoa Primary School supports the belief that through Information and Communication Technologies (ICT) we equip students to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for students to be able to create and use information in a discriminating, effective and creative manner.

The use of technology must be regulated to ensure its lawful, efficient and appropriate usage. We support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours for our students when using digital or online spaces. This agreement covers use of the school's ICT network, netbooks, iPads, and mobile phones. To gain access to the school's network all students must annually sign and return the agreement as an indication that they understand and accept it.

The school reserves the right to monitor all computer and internet activity undertaken by students in the school context. While reasonable precautions will be taken to supervise use of the internet, the school cannot reasonably prevent all inappropriate use, including access to objectionable materials and communications with people outside the school. Use and management of the computer and internet at home is the responsibility of parents.

At our School we:

- Have a **Student Engagement Policy** that outlines our school's values and expected student behaviour. This policy includes online behaviours
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures
  - See: [Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)

## Student Safe, Responsible and Behaviour

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

*I will use this knowledge at school and everywhere I use digital technologies including school, during school excursions, at camps and extra-curricular activities, and at home.*

## Inappropriate Behaviour and Consequences Guide:

This is a guide only and the final decision about consequences for inappropriate behaviour rests with the school. Consequences will not be negotiated. Inappropriate behaviour will be managed in accordance with our Student Engagement and Wellbeing Policy and the Student Behaviour Management Policy.

	Examples of inappropriate behaviour	Range of Consequences
Level 5	Criminal offence, willful damage to property/resources/equipment (including laptops and iPads) Major theft (e.g. Laptop/iPad theft) Serious and willful interference with school network	<b>Principal/AP</b> Suspension. Possible referral to police. Parental Interview. Payment for damage. Note on student file. Removal of access to school network.
Level 4	Accessing, storing or transmitting indecent/offensive material (e.g. Sending offensive emails) Theft (including identity theft) Bullying/harassment (e.g. Using electronic device to bully, harass others) Vandalism or willful damage to device	<b>AP/Principal</b> Suspension. Note on student file. Parental Interview. School Community service. Payment for damage. No access to internet.
Level 3	Consistently careless use of an electronic device Repeated failure to comply with expectations regarding acceptable use of electronic devices Failing to seek permission of a person for photos, filming and recording Sharing or distributing another person's image without permission	<b>AP/Principal</b> Parental Interview. Sent to AP/Principal. Note on Student File. Recess & lunch detentions.
Level 2	Reckless and/or dangerous behaviour Plagiarism/copyright infringement Interfering with another student's electronic device Accessing, storing or transmitting inappropriate material Using a recording device in breach of school policy Unauthorised use of the Internet Repeated unsupervised use of device	<b>Classroom teacher</b> Recess & lunch detention. Phone call to parent/guardian. Written or verbal apology. Meeting with teacher. Restorative conversation.
Level 1	Playing games on an electronic device during class time Careless treatment of device Accessing Internet without teacher permission Using electronic device without permission Using a different application to teacher direction Unsupervised use of device	<b>Classroom teacher/staff member</b> Respect Reminder. Move seat in classroom. Note in student diary. Verbal or written apology. Confiscation of headphones / device. Restorative conversation.

## Parent/Carer Agreement

I understand that the internet and digital devices are a part of my child's life and I need to help keep them safe online.

I agree to:

- Learn about the websites and apps my child uses and have them show me how they work.
- Attend any professional learning opportunities provided by the school.
- Discuss the rules around the use of the internet and mobile devices at home, school and other locations.
- Ask my child about their online experiences in the same way I ask how they are going at school.
- Discuss any issues or mistakes, devise a solution to the problem and how to stop it occurring again.
- Lead by example and act responsibly when I use the internet.
- Report any suspicious behaviour, illegal activity and inappropriate content to the site on which it occurs.
- Maintain anti-virus and anti-spyware software on my family's devices.
- Research options for age-appropriate filtering and blocking inappropriate content for my child.



**Students will NOT be given access to the internet or be permitted to use a device until this form is returned.**

This **ICT Acceptable Use Agreement** applies at all times when I am using any digital device including school and home.

## Signatures

My family and I have read, understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the Inappropriate Behaviour and Consequences Guide as outlined on page 3 if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

School contact name for support and /or agreement : \_\_\_\_\_

School contact no.: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_