



# Digital Technologies Student Acceptable Use Agreement

## Rationale:

At Langwarrin Park Primary School 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 we have of our students when using digital or online spaces.

## Aims:

Cyber safety and the effective use of Digital Technologies is an important part of our school. By the time children arrive at school, many are already online and using digital technologies on an everyday basis. We understand the role that digital technologies has on students becoming global citizens and the opportunities it brings to learning.

At Langwarrin Park Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

## Implementation:

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

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Langwarrin Park Primary School we:

- explicitly educate our students on how to be safe and responsible users of digital technologies;
- support all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- support our community to understand the importance of safe and responsible use of digital technologies and strategies that can be implemented at home;
- have co-created team norms and values that clearly state our school's values and the expected standards and behaviour;
- have a consistent approach to educating students about potential online issues such as online privacy and intellectual property;
- supervise students when using digital technologies for educational purposes;
- provide a filtered internet service that offers the maximum possible protection;
- 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;

- and provide community members with a copy of this agreement and strategies they can implement at home to support their child through our school newsletter and web site links eg:
  - Bullystoppers Interactive Learning Modules - parents  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - Cybersafety guide - parents ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))
- providing parent information sessions focused on cyber safety principles.

When I use digital technologies and the internet 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 think or feel.
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet 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 and the internet 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 for my age 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.

When aspects of the Digital Technologies Acceptable Use Agreement have been breached, the following management plan will be implemented (in accordance with our behavioural management plans):

**Inappropriate use of mobile and school owned devices can include**

- The use of 3G or 4G mobile WIFI on a device is not allowed. Only the school network is to be used by students while at school
- Devices being used when not under the direction of the teacher
- Using the camera of a mobile device (iPad, Yoga etc...) when not under the direct supervision of the teacher (photos and video clips will be removed from device after usage).
- Electronic devices not remaining in their protective covers
- Mobile devices remain in the classroom, unless directed by the teacher (going to specialists, moving between classrooms, working outside under the direct supervision of a teacher).
- Electronic devices are left in an unsafe space, vulnerable to damage (on the floor, on the edge of the table)
- Non-approved games or entertainment during school time (Fortnite, Minecraft, Clash of Clans, Clash Royale, Colour Switch, Drive Ahead).
- Listening to music during classes or study, unless used for learning as directed by teacher (non-explicit lyrics).
- Touching or use someone else's device without their permission
- Inappropriate use of the school network, or attempting to access the school network via another person's login and username
- Giving personal details to others, such as passwords, lock codes, or locker padlock codes is strictly prohibited
- iMessage, Instagram, Skype, Snapchat, You Tube or social media while at school
- Sending or using inappropriate or explicit language, photos or images
- Posting of photos or videos of other students in school uniform or other identifying features, or staff on social media is not allowed
- Transmission or sharing of copyrighted or pirated apps is strictly prohibited
- Accessing or sharing of offensive, profane, threatening, pornographic, obscene or sexually explicit materials is strictly prohibited
- Spamming other users
- Using the school's internet or email accounts for financial or commercial gain, or for any illegal activity is not allowed
- Engaging or participating in credit card fraud, electronic forgery, ID theft, or other forms of illegal behaviour
- Vandalising other student Yoga or school equipment
- Attempting to bypass the school filtering system via any means
- Taking Yoga out of school bag before and after school (in the playground)

### **Consequences for misdemeanours and inappropriate use of mobile devices**

All students at Langwarrin Park Primary School have a right to use the extensive Mobile Technologies available to them. They also have a responsibility to use it sensibly and maturely. Should students not do this, the following system of consequences will be applied as appropriate.

- *First Offence - Verbal warning to student, name recorded by classroom teacher.*
- *Second Offence – Written warning issued to student to go home to parents (phone call to be made before letter being sent home). Warning letter to be returned to school signed by parent, name recorded again.*
- *Third Offence – short term (two week) suspension from using any Learning Technology facilities unless under direct supervision. Letter home to parents, name recorded again.*
- *Fourth Offence – long term (one month) suspension from using any Learning Technology facilities unless under direct supervision, meeting with the parents.*
- *Any subsequent offences would be dealt with under school-wide suspension procedures as outlined in the student code of conduct.*

\*\* Please note that should a deliberate or particularly offensive act occur, Level 1 – 3 may be bypassed.

All offences and actions taken will be reported (and recorded) to the Principal or Assistant Principal and the Digital Technologies Coordinator. Students will be made aware of these penalties on a regular basis in each classroom.

### **Evaluation:**

This Digital Technologies Student Acceptable Usage Agreement will be reviewed on an annual basis



## Langwarrin Park Primary School Safe, responsible and behaviour- Student Agreement

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
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- 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

This Digital Technologies 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 and mobile technology at school will be renegotiated if I do not act responsibly.

**2019 Langwarrin Park Primary School Digital Technologies Student Acceptable Use Agreement**

**I have read the Langwarrin Park Primary School Digital Technologies Student 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:** .....

**Student Signature:** .....

**Parent/Carer's Name:** .....

**Parent/Carer's Signature:** .....

**Date:** .....