



Kingsville
Primary School

Digital Technologies Acceptable Use Agreement

Student's full name:

Part A: School profile statement

Kingsville Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

Kingsville Primary School is committed to providing programs and procedures to support safe and responsible uses of digital technologies. At Kingsville Primary School it is expected that all members of our community work together to provide a safe, caring and supportive learning environment. Our school community includes principals, teachers and school staff, students and parents/carers.

As an IB World School that offers the Primary Years Program, an internationally minded student embraces the attributes of the Learner Profile. The attitudes guide our behaviour and interactions with others. All Kingsville Primary School members share high expectations that are:

- jointly negotiated, owned and implemented by all members of the school community.
- clear and specific.
- focused on positive and pro-social behaviours.
- focused on prevention and early intervention.
- supported by relevant procedures.
- consistent, fair and reasonable.
- linked to appropriate actions and consequences.

At Kingsville Primary School we:

- educate our students to be safe and responsible users of digital technologies, demonstrating empathy, integrity and respect.
- raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- supervise students when using digital technologies for educational purposes.
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- 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.
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- provide parents/guardians with a copy of this agreement.

Part B: Safe and responsible behaviour

When I use digital technologies I agree to be a safe, responsible and ethical user and not engage in cyber bullying. I will do this by:

- **thinking and checking that what I write or post is polite and respectful. This means:**
 - never using digital technologies for deliberate, repeated and mean behaviour towards others. This is called cyber bullying.
 - not using actions online to be mean to others. (This can include leaving someone out to make them feel bad or passing on a mean message written by another person.)
 - not copying someone else's work or ideas (e.g. videos, pictures, writing) and presenting them as my own. (I will include the link or I will reference the author.)
- **protecting personal information by being aware that my full name, photo, birthday, address and phone number is not to be shared online. This means:**
 - only using my first name or an appropriate alias.
 - protecting my friends' information in the same way.
 - protecting my password and not sharing it with others.
 - only joining a space online with my parent or teacher's guidance and permission.
 - never answering questions online that ask for my personal information.
- **looking after myself and others by thinking about what I share online. This means:**
 - never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
 - speaking to a trusted adult (like my teacher or someone in my family) if I see something that makes me feel upset or if I need help.
 - speaking to a trusted adult (like my teacher or someone in my family) if someone is unkind to me.
 - speaking to a trusted adult (like my teacher or someone in my family) if I know someone else is upset or scared while using digital technologies.
 - using spaces or sites that are right for my age by checking the terms and conditions (e.g. age restrictions, parental consent requirements). If I am unsure, I will speak to a trusted adult (like my teacher or someone in my family).
 - not deliberately searching for something rude or violent.
 - either turning off the screen or using the back button if I see something I don't like and telling a trusted adult.
 - only accepting friend requests from people I know in real life.
 - not bringing to school or downloading unauthorised programs (e.g. games, videos, songs).
- **taking care of all digital technology equipment. This means:**
 - not interfering with device settings, network systems and security, the data of another user or attempting to log in with a username of another student.
 - being careful with the equipment I use.
 - using the appropriate 'booking' system when using devices.

• **using my mobile devices safely and responsibly. This means:**

- respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, sending harassing text messages or supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes).
- respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces. An adult (teacher or parent) also needs to approve the image/sound/video file.

I understand that a breach of the above conditions will be dealt with as follows:

- **First incident:** Teacher chat to identify which rule has been broken. Reminder of class Essential Agreement and Acceptable Use Agreement. Apology if appropriate.
- **Second incident:** Immediate loss of electronic device privileges. Incident will be recorded and parents may be contacted.
- **Subsequent incidents or serious breaches:** Immediate loss of electronic device privileges. Discussion with Principal, Welfare Coordinator or leadership members. Parents contacted. Incident recorded. Take action: to be discussed with teacher e.g. educating other students on cyber safety.

Part C: Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school-owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, tablets, iPods)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook*, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs
- Micro-blogs (e.g. Twitter*)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Digital cameras
- Video conferences and web conferences
- Any devices or platforms that are created in the future.

* Many social networking sites (including Facebook) require by law that members are over 13 years of age.

Part D: Student declaration

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

I 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 Kingsville Primary School Student Engagement Policy if I do not behave appropriately, a summary of which is given above.

Student Name: _____

Name of Parent / Guardian: _____

Parent / Guardian Signature: _____

Year 20____ Student initials: _____

Year 20____ Student initials: _____

Year 20____ Student initials: _____

Year 20____ Student initials: _____

Year 20____ Student initials: _____

Year 20____ Student initials: _____

This agreement must be signed and returned to school by the last day of February in the year of the student receiving this document, or access to digital technologies will not be allowed. Please return whole document to the class teacher.

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