



Acceptable Use Agreement Digital Technology



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 technology. We believe that explicitly teaching students about safe and responsible online behaviour 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.

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 principal class members, teachers, non teaching 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 behaviour
- 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 technology 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 technology 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 constitute a misuse that have legal consequences and where there is knowledge of such misuse, or a reasonable belief that an illegal activity has occurred, the Principal is required to report the matter to the Department of Education and the Victorian Police
- support parents/guardians to understand the importance of safe and responsible use of digital technology, the potential issues that surround its use and strategies that they can implement at home to support their child.

Part B: Safe and responsible behaviour

When I use digital technology 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, which means:**
 - never using digital technology 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 password and not sharing it with others (except parents)
 - only joining a space online with my parents' or teacher's guidance and permission
- 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 or someone else
 - 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 adult 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 mobile devices safely and responsibly which means:**
 - students who have a mobile phone at school with them for emergency/security whilst travelling are required to leave the phone in their bag during school hours
 - students who attend school camps or excursions may be permitted to take phones with them but only to use their camera function. Teachers carry phones, which can be used in cases of emergency; in a camp situation, contact details will be made available to parents prior to departure
 - respecting the privacy of others; only taking photos or recording sound or video at school when I have consent

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

First incident:

- discussion with teacher identifying which rule has been broken
- reminder of class Essential Agreement and school Acceptable Use Agreement
- apology made if appropriate

Second incident:

- immediate loss of electronic privileges (set time period)
- parent / guardian contacted
- recording of incident on Compass

Subsequent incidents or serious breaches:

- immediate loss of electronic device privileges (set time period taking into account previous breaches)
- discussion with Leadership Team member
- parent / guardian contacted
- recording of incident
- other action to be determined by Leadership Team Member, in consultation with classroom teacher e.g. follow up Cyber safety training

The above is a step by step approach to school actions and consequences. This is a fluid approach and the entry point of the approach could be different for different children and different situations and circumstances.

Part C: Definition of Digital Technology

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

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, tablets)
- Email and instant messaging
- Social networking sites (e.g. Facebook*)
- Video and photo sharing websites (e.g. Youtube)
- Blogs
- Micro-blogs (e.g. Twitter*)
- Forums, discussion boards and groups
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Camera-enabled devices
- 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 technology 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 documented within the Kingsville Primary School *Student Engagement and Wellbeing Policy* that are also listed in the KPS “AUA” and that, if I do not abide by the expectations appropriately whilst using technology, those consequences will be actioned.

- **Student Name:** _____

- **Student signature :** _____

- **Name of Parent / Guardian:** _____

- **Parent / Guardian Signature:** _____

- 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