



PARENT COPY – TO BE KEPT AT HOME

# Student Acceptable Use Agreement

## INTRODUCTION:

At Hallam 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.

At our school, we:

- have a Student Engagement Policy and a Student Code of Conduct that state our school's values and expected standards of behaviour, with actions and consequences for inappropriate behaviour, including online behaviour
- are an accredited eSmart school where safe, smart and responsible use of information and communications technologies is a cultural norm
- educate our students to be safe and responsible users of digital technologies from Prep to Year 6
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom
- 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 appropriate authority (Police, the Office of the Children's eSafety Commissioner)
- support parents and guardians to understand safe and responsible use of digital technologies, potential issues and strategies that they can implement at home to support their child; providing this Acceptable Use Agreement, and recommending current information from the Department and Cybersmart:
  - 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)
  - Office of the Children's eSafety Commissioner  
[www.esafety.gov.au](http://www.esafety.gov.au)

Access to all digital technologies and the Internet at Hallam PS is conditional upon users complying with rules outlined in the Hallam Primary School Acceptable Use Agreement and the stipulations as outlined in the Student Code of Conduct and may be revoked at the discretion of the Principal.

## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and the Internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices

- email and instant messaging
- Internet, intranet
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the Internet are being used at school, during school excursions, camps and extra-curricular activities.

## **Safe and responsible behaviour Expectations of Students at Hallam Primary School**

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, violent or inappropriate
- 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 and responsible user of digital technologies and the Internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the Internet.

I will use this knowledge at school and everywhere I use digital technologies and the Internet.



# Student Acceptable Use Agreement

**PLEASE COMPLETE AND RETURN TO SCHOOL**

## Parent and Student Agreement

Student Name: \_\_\_\_\_

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

Date:        /        / 2018

Parent: I have read and discussed the Internet Protocol with my child, and I understand that Internet access is designed for educational purposes at Hallam Primary School. I also recognise that although the school has monitoring procedures in place to restrict access to controversial materials, this is not always possible.

### I give permission for my child to:

(You may choose to sign some, all, or none of the below.)

#### 1. Use the computer for word processing & classroom tasks

(Parent/ Guardian Signature) \_\_\_\_\_

#### 2. Access the Internet for information within their classroom program

(Parent/ Guardian Signature) \_\_\_\_\_

#### 3. Publish written and art work on the Internet using their first name only

(Parent/ Guardian Signature) \_\_\_\_\_

**4. Use Google Apps for Education (GAFE) email to sign up for online educational resources (for example code.org, Tynker, Tinkercad and Code Academy)**

(Parent/ Guardian Signature) \_\_\_\_\_

**5. Send and receive external email from other Primary School Students**

(Parent/ Guardian Signature) \_\_\_\_\_

**6. Send and receive external email from other people and organisations as approved by the classroom teacher (for example, Olympic competitions and mail to athletes)**

(Parent/ Guardian Signature) \_\_\_\_\_

**6. Participate in live conferencing sessions, with classmates and teachers (students may communicate with external students, educators or organisations, as deemed appropriate by their teacher using both the Polycom and GAFE)**

(Parent/ Guardian Signature) \_\_\_\_\_

**7. Use all technologies in the Design and Digital Technologies space including the iPads (and iOS applications), HTC Vive Virtual Reality system, and Samsung Virtual Reality headsets.**

(Parent/ Guardian Signature) \_\_\_\_\_

**PLEASE CHECK THAT YOU HAVE SIGNED EACH TASK YOU GRANT YOUR CHILD  
PERMISSION TO UNDERTAKE.**

Student: I have discussed the rules and conditions, as stated in this document, with my parent/s or guardian/s. I will use this knowledge at school, and whenever I use digital technologies and the Internet. I will not bring any external storage device/s to school, nor will I insert/introduce any external storage device/s into any school computer without teacher permission.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date:         /         / 2018