

WEMBLEY PRIMARY SCHOOL

Acceptable Use Agreement for Digital Technologies

Wembley 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.

Part A: School Profile Statement

Wembley Primary School has programs and procedures that are in place to support safe and responsible use of digital technologies. These include the Federal Government eSmart Cyber Safety program being implemented at all schools from the Alannah and Madeline foundation, Wembley's Student Code of Conduct, this acceptable use agreement and individual classroom protocols and agreements. The Ultranet is used as a platform for students to learn and practise working safely in an online environment.

At Wembley Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and 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.
- Provide parents/guardians with a copy of this agreement.
- 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.

Part B - Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.
- Working online under my own username.

In additions, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, 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 (written) 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.

Part C – Student Commitment

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, cameras)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences
- Devices that are not yet developed

When I use an iPad iPod or other mobile device at school I agree to:

- Use it as requested for learning purposes as directed by my teacher.
- Be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device as a camera I will:

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek written or verbal (depending on situation) permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers).
- Seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in how I talk to and work with others online and NEVER write or participate in online bullying.
- Seek teacher permission before uploading any content to websites, blog etc.

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 Wembley Primary School's Student Code of Conduct if I do not behave appropriately.

Date: / /2012

Student Name:

Parent / Guardian A Signature:

Name of Parent / Guardian A:

Contact Telephone Number:

Parent / Guardian B Signature:

Name of Parent / Guardian A:

Contact Telephone Number:

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

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