



ACCEPTABLE USE of TECHNOLOGY

RATIONALE

Technology plays a key role in teaching and learning and safe and appropriate practices need to be developed with students to ensure the internet and technology devices are used in the proper manner. Technology is ever changing and students need to develop a safe, smart and responsible attitude and skills that can be utilised with a range of devices and the internet and apply them to new technologies.

The internet provides students with unprecedented opportunities to access and publish information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

“providing and supervising the use of technology which allows access to messaging services and to the internet raises an area of considerable risk for schools. Meeting the duty of care owed to students in the context of risks related to use of and supervision of technology at school – or at home where that equipment is provided by the school or used at the direction of the school – will require schools to take positive, reasonable steps to protect the student from the risks. The acceptable use agreement will be an important component of demonstrating that such positive, reasonable steps have been taken.”

AIMS

- To improve student learning outcomes by empowering students to access information.
- To develop a safe, smart and responsible use of the internet and technology devices.
- To develop a partnership with parents and carers to foster students' safe, smart, and responsible use of the internet.

IMPLEMENTATION

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information and communications encountered.
- The school will participate in the eSmart program which aims to develop safe, smart and responsible users of technology
- eSmart will be incorporated into curriculum areas, specific lessons, Integrated Studies units, MARC lessons and part of the Student Wellbeing and Engagement policy.
- Inappropriate use of the internet will be dealt with according to the Tarwin Valley Primary School Student Engagement and Wellbeing Policy (inc. Bullying, 3Rs policies)
- All students and staff at our school will have censorship filtered internet and email access. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Access to requested filtered sites will be considered after processes and understandings are developed with staff and students
- An ICT coordinator will be appointed, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students email access will be provided through the DEECD and school approved providers where monitoring will occur.

- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- All school provided cloud storage will be accessible by the classroom teacher.
- All students shall be responsible for notifying their teacher or coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name will be used.
- Parent education articles relating to safe, smart and responsible use of the internet and technologies will be included regularly in the school newsletter.
- Signed parent and student consent (see below) is required to be completed in order to gain or continue access to the internet, or to publish work, photos or videos on the internet.
- In reaching this agreement:
 - The school will:
 - review their expected values and behaviours for the use of digital technologies and articulate these in their Student Engagement/Wellbeing Policy
 - articulate how they will meet their duty of care in the use of digital technologies and add additional measures or details around programs to the agreement. The conditions stated in the agreement are basic requirements (Part A)
 - ensure every student has agreed and signed the agreement (Part B)
 - communicate with and support parents/carers, students and teachers to ensure they fully understand the agreement

Teachers will:

- discuss the agreement with their students and ensure they understand each dot point
- develop a classroom environment that promotes safe and responsible behaviour online

Parents/carers will:

- read and understand what the school will do to support the safe and responsible use of digital technology (Part A)
- read through the agreement and discuss it with their child to ensure they understand each dot point
- consider how they might support safe and responsible behaviour online at home

Students will:

- read through the agreement with their parents/carers and their teacher to ensure they fully understand what they are agreeing to (Part A)
- negotiate appropriately through representative groups or directly with teachers and parents/carers about issues or changes to improve the agreement
- sign and abide by the agreement (Part B)

EVALUATION

- This policy will be reviewed annually.



Yrs 4-6

ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES

Tarwin Valley PS believes the teaching of safe, smart and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning, publishing and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to be responsible for their own actions at all times.

Safe, smart and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

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

Tarwin Valley PS uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to using 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 Tarwin Valley PS we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- use emailing services which are monitored or accessible through DEECD, its approved providers or the classroom teacher
- provide access to the Department of Education and Early Childhood Development's search engine (www.education.vic.gov.au/primary) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have an eSmart program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support, definitions etc)
- work with students to outline and reinforce the expected behaviours on the internet and emailing services

Part B - Student Agreement

Technology is continuously evolving and effective users of technology adapt their understandings to new technologies whilst applying safe, smart and responsible practices.

Underpinning this agreement are three questions I must ask myself when using the internet and digital technology at Tarwin Valley Primary School.

Safe- Is this thinking about and protecting the safety of myself and others?

Smart-Am I using this technology to support my learning and future use of technology?

Responsible-Am I using this technology in a respectful way that upholds the rights and safety of others, myself and my school.

I agree to be a safe, responsible and smart user whenever and wherever by:

Safe

- talking to a staff member if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- protecting my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images

Smart

- applying knowledge and skills to new technologies
- using technology purposefully for educational purposes and according to the TVPS 3Rs Code of Conduct policy
- seeking to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- thinking critically about other users' intellectual property and how I use content posted on the internet, i.e. plagiarism, and reference sources
- abiding by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- not revealing my password to anyone except the system administrator or the teacher

Responsible

- stopping and thinking about what to post, save or share online
- being respectful in how I communicate with others and never participate in online bullying or threatening behaviour (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful behaviour)
- only taking photos and recording sound or video when it is part of an approved lesson or activity
- seeking permission from staff or individuals involved before recording, storing, posting and publishing photos, video or sound
- seeking appropriate permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space and in accordance with parent/guardian permission as provided to the school
- being respectful in the photos I take or video I capture and never use these as a tool for bullying.
- using social networking sites for educational purposes and only as directed by teachers
- protect the privacy of others and never post or forward private information about another person using instant messaging in its various forms.
- using the equipment properly (e.g. not changing settings, safe transporting, storage, recharging)
- seeking permission to use technology during 'out of class' time (recess, wet days, afterschool)
- not interfering with network security, accessing the data or files of another user or attempting to log into the network with a user name or password of another person without permission,
- not, downloading, sharing or running unauthorised programs during school hours and on school grounds, including games, or inappropriate material on school devices or Bring Your Own Device (BYOD)
- only storing and accessing educational and appropriate information on data storage provided by the school (e.g. servers, cloud storage etc)
- only use school and DEECD managed and supplied email addresses, access codes and web based sites responsibly and for educational purposes
- complying with the school's Portable Personal Electronic Device (PPED) policy
- Asking my teacher if I am unsure about any of the above or have a question regarding appropriate use of IT.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

Part C- Parent Information

This agreement endeavours to develop a positive and purposeful approach to using technology that can apply to current and new technologies. Tarwin Valley Primary School aims to develop effective IT practices and attitudes with our students to support them in making safe, smart and responsible decisions both at school and beyond the school gates. We believe in developing a school-parent-child partnership to achieve this and request that parents take an active interest in the child's use of technology.

Year 4-6 students at Tarwin Valley PS will be using password protected cloud storage to allow them greater access to their work both in and out of school and increase collaboration between students and teachers and between students. This requires students to action their safe, smart and responsible understandings in this environment.

ANNUAL CONSENT FORM

This consent extends through to March of next year and will be replaced by the subsequent annual consent form.

I have read the Acceptable Use Agreement carefully and understand the purpose and significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and technology access privileges being suspended or revoked.

Student Name _____

Year Level _____

Student Signature _____

Parent/Carer Signature _____

Date _____

CLOUD STORAGE

I give my child permission to store their work in the school provided and password protected private Cloud storage. I understand my child's image, name and work will only be used in the public domain according to my wishes as recorded in the TVPS Privacy Statement. These expectations have been discussed with my child and they are aware of my wishes.

Parent/Carer Signature _____

Date _____

If you have **any** concerns about this agreement or ideas for making the agreement better contact the Principal or list them below

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

Comments, concerns, suggestions or improvements: