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CURIOSITY - INCLUSION - OWNERSHIP - PASSION

ACCEPTABLE USE POLICY AGREEMENT **TECHNOLOGY - 2020** **ALL STUDENTS MUST RETURN THIS FORM**

The agreement to be signed by the student and parent.

SCHOOL PROFILE STATEMENT AND RATIONALE:

At Irymple South Primary School, through both our 1:1 BYOD program and the school's owned devices, we educate students to be safe, responsible and ethical users of digital technologies. Each student at our school will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust digital citizen capable of shaping our future.

We currently use the Department of Education and Training's filtered services for privacy and data security and we undertake a number of programs, technologies and approaches to support student learning with digital technologies. We believe that the use of technology enriches and supports the learning.

As staff, we believe we play an important role in the integration of technology to enhance learning with our students and ensuring it is used appropriately to enable efficient and effective learning and teaching practices. Through increased access to devices, where all students have access at any time, students can leverage learning that is interactive, differentiated and collaborative.

Irymple South Primary School has created a 'Digital Technologies Road Map' which outlines all the skills and apps that students are taught at their year level. This is also in conjunction with the Victorian Curriculum. Should you require a copy of this, please see Ben Milsom.

Irymple South Primary School also understands the safe practices in Information and Communications Technology that needs to take place. We are committed to integrating online safety practices into our curriculum and teaching these explicitly:

- Bully Stoppers
- Safer Internet Day
- Digital Technologies Video Conferencing
- D.E.T's interactive learning modules, quizzes and resources
- The eSafety Commissioner
- Messages from the Alannah & Madeline Foundation, Dolly's Dream, Daniel Morcombe Foundation
- Internet Safety Resources:
<https://fuse.education.vic.gov.au/ResourcePackage/LandingPage?objectId=f1ab94ab-3847-40d1-8561-e0cee49d35c5&SearchScope=All>

We have a duty of care to take reasonable steps to protect students from any harm through the above interactions and discussion. We ensure time on devices are managed for effectiveness.

The aim of this agreement is to develop a partnership between the child and school, to ensure that safe practices allow digital technologies to leverage learning.

FOR THE STUDENT:

When I use technology, both at school and at home, I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the schools' behavioural policies when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not search for rude or offensive sites
- use an 'online name' (or 'handle') and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school are being threatened

When I use the school's mobile device or netbook 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.
- always having the lid closed when I am carrying it
- carrying it with two hands at ALL times
- always walking when carrying it
- never using it while walking around
- always storing and using it the right way up
- never leaving it outside my classroom for any reason
- never leaving it unattended on the ground, floor, chair or any other unsafe place
- always making sure that it is in a safe position on my desk (not near the edge)
- always returning it to the trolley for charging and overnight storage
- never putting things on top of it
- not downloading or copying unauthorized programs or files onto it
- never consuming or having food or drink near it when the lid is open

- never forcing the lid open or closed
- immediately reporting any damage to my classroom teacher, ICT coordinator (Mr.Milsom) and ICT technician (Glen) when it occurs or is first noticed

When using the 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 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 Policy also applies to students during school excursions, camps and extra-curricula activities.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be re-negotiated if I do not act responsibly. I understand that eSmart is integrated into our school.

I understand that my Netbook/lpad may be periodically inspected and monitored for appropriate usage. School personnel may request access to browser history and/or caches as well as any or all files belonging to the student resident on the Netbook as well as stored on school servers. I understand that files stored locally on the Netbook or on school servers are not private.

Damage at school will be on a case by case basis. The school feels that any 'accidental' or 'deliberate' damage costs will be assessed by the teacher involved in the incident, the students and in conjunction with the School Leadership Team. A very thorough process will be undertaken to determine an outcome to be resolved both financially and morally.

This form is completely different to the BYOD Program. Students and Parents must sign this document for their child to use equipment owned by Irymple South Primary School, which all students will be doing. Even though your child may be involved in the BYOD Program, they will still utilise school technology throughout the year. Therefore this form will need to be signed.

Student Name:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use technology at school.

I will contact the school if there is anything here that I do not understand.

If there is a situation which concerns me, I will contact the school.

Parent/Guardian Signature :.....

Date:

Please return this form as soon as possible to your classroom teacher