



Narracan Primary School

Acceptable Use of ICT Agreement



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Narracan Primary School on 03 5634 8215 or narracan.ps@education.vic.gov.au.

School profile statement

At Narracan Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a Student Engagement Policy that outlines our school's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct.
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property, and copyright.
- Supervise and support students using digital technologies in the classroom.
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures.
 - Duty of Care and Supervision
- (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning.
- Address 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.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

- iParent | Office of the Children's eSafety Commissioner

(<https://www.esafety.gov.au/education-resources/iparent>)

Student declaration

When I use digital technologies and the internet, 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 participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords, and images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent.
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate, or hurtful online behaviour.
- Reviewing the terms and conditions of use for any digital or online tool (e.g., age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult.
- Meeting the stated terms and conditions for any digital or online tool and completing the required registration processes.
- Handling ICT devices with care and notifying a teacher of any damage or attention required.
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.
- Not downloading unauthorised programs, including games.
- Not interfering with network systems and security or the data of another user.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, 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
- social networking sites (e.g., Facebook, Instagram, Snapchat)
- video and photo sharing websites (e.g., YouTube)
- forums, discussion boards and groups (e.g., Google groups, Seesaw)
- wikis (e.g., Wikipedia)
- video conferences and web conferences (e.g., Webex)

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular 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 that I may incur if I do not follow this agreement or behave appropriately when using a device at school.

Student name: _____

Student signature: _____

School name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____