



DARLEY PRIMARY SCHOOL

Digital Technologies - RESPONSIBLE and ACCEPTABLE USE AGREEMENT (Foundation - Year 6)

Students will only be able to use the school's network and IT equipment/devices (including Bring Your Own iPad) once this signed agreement has been returned to school.

* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Darley Primary School aims to create and maintain a cyber-safety culture, which is in keeping with the values of the school, legislative and professional obligations. This agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches, which undermine the safety of the school environment.

Responsibilities for children's cyber-safety is shared by all stakeholders. Schools, teachers and parents have a responsibility to educate children and young people and address the underlying values (ethics) and responsible behaviours expected of them regardless of their physical location.

The school's computer network, Internet access facilities, computers and other school IT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the IT equipment is owned or leased by the school and/or students, and used on **or** off the school site.

Cyber-safety practices and issues are included within the school's curriculum planning and taught explicitly at all year levels. The focus is on the behaviour and potential dangers associated with the technology as well as how to use the technology safely and responsibly. Teachers look for opportunities to introduce or reinforce cyber-safety practices as part of a classroom program. It is recommended that when dealing with or teaching cyber-safety or ethical behaviours that it is helpful to take the 'technology' out of the incident to actually help identify the behaviours which are occurring.

Cyber-safety: refers to the way in which people behave safely and responsibly to keep themselves and their friends safe online.

Cyber-bullying: is bullying behaviour using digital technologies. This includes harassment online, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Responsibilities of the Parent

My responsibilities include:

- I have read this agreement carefully and discussed the 'Responsibilities of the Student' section (next page) with my child, so we both have a clear understanding of their role in the school's work to maintain a safe environment.
- I will encourage my child to follow the cyber-safety rules and instructions.
- I will contact the school if there is any aspect of this agreement I would like to discuss.
- I understand that social networking sites have age restrictions (e.g. Instagram 13+) and that it is illegal for primary aged students to access them.
- Please be aware that not all aspects of the student responsibilities may apply to F-2 students.

Consent is to be provided on the Compass Parent Portal in the Course Confirmation and Payments link. By providing parent consent, you also provide consent for your child.

Please note: Once consent has been provided this agreement will act as the official Digital Technologies - Responsible and Acceptable Use Agreement from Foundation to Year 6. If it becomes necessary to add/amend any information, parents will be advised in writing.

Responsibilities of the Student

1. I will **communicate respectfully** by being polite and kind to others online. I will think about how what I do or say might make them feel.
2. If I copy something from the Internet, I will let others know by sharing the website link to acknowledge the creator.
3. I will not illegally download and/or share content (music/movies etc.).
4. I will **protect my personal information** (name, birthdate, photos, address and school), I will do this by:
 - Not allow anyone else to use my username
 - Not sharing my password (except with my parents)
 - Only ever join spaces with my parents or teacher's guidance and permission
 - Never answer questions online that ask for my personal information
5. I will **keep others and myself safe online** by:
 - Thinking carefully about the things I share online
 - Not having involvement with any activity which might put myself or anyone else at risk
 - Not deliberately searching for rude or violent things
 - Not 'friending' or talking to strangers online
 - Keeping my security settings on a high level (e.g. people who can view content)
 - Talking about new apps/software with adults
 - Speaking to an adult if I see something that makes me feel upset or if I need help
6. I understand that I must not, at any time, use digital technologies to upset, offend, harass, threaten or in any way harm anyone. I know that my online behaviour is a reflection of the choices I make.
7. I understand that if I am a bystander and don't report the incident that I will also be held responsible for the incident and that it is my responsibility to get help from an adult when something is wrong, even if this means that someone might get in trouble.
8. I understand that the school can check my downloads, search history and iPad content.
9. If I accidentally access inappropriate material, I will:
 - Minimise the window
 - Report the incident to a teacher/parent immediately
 - Not show others
10. If I witness cyber-bullying or inappropriate behaviour online, I will:
 - Minimise the window
 - Report the incident to a teacher/parent immediately
 - Take screenshots if instructed by the adult
 - Not show others
11. I will only access the school-learning apps while at school and only download apps, which are age appropriate.
12. I will treat all devices (school or personal) with the upmost care and will report any damages to the teacher. I am responsible for my own device and any damages.
13. I understand that the teacher may ask to look at my personal/school device (iPad) if I am suspected of breaking this agreement.
14. I understand that if I break these rules, the school may inform my parent(s) and take disciplinary action against me including warnings and digital technology duration bans. I also understand that my family may be charged for repair costs to school equipment. If illegal material or activities are involved, it may be necessary for the school to inform the police.