



# ACCEPTABLE USE AGREEMENT FOR DIGITAL TECHNOLOGIES

<i>Date note distributed:</i>	Friday 3 <sup>rd</sup> February
<i>To:</i>	Parents/Guardians of Year P - 6 Students
<b><i>Date &amp; Time of event:</i></b>	<b>N/A</b>
<i>Cost:</i>	N/A
<i>Response Required: YES/NO</i>	YES (return to classroom teacher)
<i>Return form due by:</i>	Friday 17 <sup>th</sup> February
<i>Staff member in charge &amp; e-mail addresses:</i>	Erik Albers albers.erik.n@edumail.vic.gov.au

## Part A: School Profile Statement

At Oakleigh South Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. We request that parents/guardians work with us and encourage this behaviour at home.

Our students, through cyber-safety programs and personal/interpersonal development programs will be taught how to demonstrate appropriate behaviours whilst using digital technologies. The children will be taught to respect others online, using information found on the web, and to observe protocols such as keeping passwords secure, not discussing personal information online.

At Oakleigh South Primary School we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online 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 and support 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 appropriate authority
- provide parents/guardians with a copy of this agreement
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and the Office of the Children's eSafety Commissioner:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) ([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Parents eSafety information](https://esafety.gov.au/esafety-information) (<https://esafety.gov.au/esafety-information>)

## Part B - 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 writing or participating in online bullying (e.g. 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 or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- 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
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes with factual responses about my personal details
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- 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.

In addition, when I use my personal mobile devices (including my 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, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate 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 – Acknowledgement (PLEASE RETURN THIS PAGE TO THE SCHOOL)

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)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

### Signature

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 Oakleigh South Primary School Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

School name: Oakleigh South PS \_\_\_\_\_

School contact name: Ron Cantlon \_\_\_\_\_

School contact no.: 9570 1016 \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For further support with online issues students can call Kids Helpline on 1800 55 1800.