



ICT – Acceptable Use Agreement

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Approval Authority – School Council President	(Not required)
Responsible for Review	Penelope Harris
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ICT - Acceptable Use Agreement

School profile statement

At Monbulk 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 Wellbeing and Engagement Policy that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Educate out students about digital 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;
- 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;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers 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>)

Safe, responsible and behaviour

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

BYO Devices

In the event of device owned by the family/student but is used as part of the school learning program, families/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs. Additionally, staff may access any digital content on the device including but not limited to Apps, software, photos, files stored on Google Drive and other accounts, log files and internet history.

We understand that some families may choose to use the device for personal work outside of school hours. For this reason it is strongly recommended that security restrictions, passwords and personal logins/accounts be utilised wherever possible for personal usage.

Parents/carers should investigate insurance cover for your child's device. Like all personal items brought to school, the school has no liability for damage or loss of any personal items brought to school and our insurance does not cover any damages or loss. We strongly recommend that families cover devices under their own insurance and that a protective cover be used to protect devices.

Monbulk Primary School will not be providing support for personal accounts and settings or hardware and software issues.

Signature

- I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.
- I acknowledge and agree to follow these rules.
- I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.
- I understand that any breach of these conditions will result in internet technology access privileges being suspended or revoked.
- I also understand that if the device is lost or damaged outside of the warranty arrangement, that I will be liable for replacement and/or repair of the device.
- I understand that there are actions and consequences established within the school's Student Wellbeing and Engagement Policy if I do not behave appropriately.

This document is published via Compass – Course Confirmations. Parents/carers consent to the agreement digitally via Compass.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in enrolment packs
- Made available in hard copy from school administration upon request
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions

REVIEW CYCLE AND EVALUATION

This policy was last updated on 29 May 2020 and is scheduled for review in May 2022.