Acceptable use of Technology Policy

North Melbourne Primary School

Issue Date:

Review Date:

School profile statement

At North Melbourne 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 learning sequences in place to educate our students to be safe and responsible users of digital technologies *including Aristotle and Respectful Relationships*;
- 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;
- 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 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

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Student declaration Years 3-6

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 inappropriate or hurtful online behaviours; and reporting any issues immediately
- Using technology at school only for learning related activities ("home apps" are for home use only)
- Using technology when I have been given permission (before or after school, recess, during wet day play times or Biz-e-Kidz)
- 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
- 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 behavior
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Agreeing to abide by the minimum age restrictions for apps and games including:
  - Facebook, Instagram, Snapchat, Messenger by not using apps if underage
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not attempting to log into the network or accounts using false details (e.g username, password VPN).
- Understanding I must look after technology, as I am responsible for any loss or damage.

I understand that this agreement is in place to ensure North Melbourne Primary School is a safe and responsible environment. If the school believes the agreement has been breached, we are required to investigate. We reserve the right to:

- Remove or restrict the use of a device at school.
- Remove inappropriate content from a device (including images, video, 13+ apps such as Facebook & Instagram).
- Monitor or inspect the use of a device at school (including browsing history & chat messages)
- Report serious breaches to relevant authorities.

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This Acceptable Usage 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 I can withdraw from the iPad Program at any time.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature:

_____

Parent/Guardian

Name:_____

Parent/Guardian Signature:_____

Date:_____

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Agreement for P-2 Using Shared iPads

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.