Acceptable Use Agreement (Year 3-6)

Dear Parents,

Cybersafety is an important issue for young children. By the time young children arrive at school, many already have an online presence or are using digital technologies. They visit their favourite websites, play games and use social media or apps such as Mathletics.

Burwood East Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Burwood East Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise 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 police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child/children
- provide parents/guardians with a copy of this agreement.

    On the following pages you will find a list of technology related issues that your child has discussed in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using technology appropriately.

    On the final page, please sign to indicate you have discussed these points with your child.

Safe and Responsible Behaviour

(Students, please tick each box to demonstrate your understanding of each point)

When I use digital technologies I will:

• COMMUNICATE RESPECTFULLY by thinking and checking that what I write or post is polite and respectful.

This means:
- ☐ ☐never sending mean or bullying messages or passing them on, as this makes me part of the bullying.
- ☐ ☐not using actions online to be mean to others. (This can include leaving someone out to make them feel bad).
- ☐ ☐not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).

• PROTECT PERSONAL INFORMATION by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:
- ☐ ☐protecting my friends' information in the same way.
- ☐ ☐protecting my password and not sharing it with others, as well as logging out of websites.
- ☐ ☐only joining a space online with my parent or teacher's guidance and permission, having read the terms and conditions.
- ☐ ☐never answering questions online that ask for my personal information.

• LOOK AFTER MYSELF AND OTHERS by thinking about WHAT I share online.

This means:
- ☐ ☐never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- ☐ ☐speaking to a trusted adult if I see something that makes me feel upset or if I need help.
- ☐ ☐speaking to a trusted adult if someone is unkind to me.
- ☐ ☐speaking to a trusted adult if I know someone else is upset or scared.
- ☐ ☐stopping to think about what I post or share online, as once it's posted it cannot be taken back.
- ☐ ☐using spaces or sites that are appropriate for my age.
- ☐ ☐not deliberately searching for something rude or violent.
- ☐ ☐either turn off the screen or use the back button if I see something I don't like and telling a trusted adult.
- ☐ ☐being careful with the equipment I use.
- ☐ ☐not putting photos or videos of other people online without their permission.

• When I use school digital technologies, including iPads and laptops I will:

- ☐ shutdown or restart the laptop properly.
- ☐ close apps / programs when I have finished.
- ☐ only go on apps / programs that I've been instructed to.
- ☐ not move any apps.
- ☐ not change the background or change any settings.
- ☐ delete any photos I take from the iPad.
- ☐ not go into other people's folders or files.
- ☐ not delete anyone else's files.
- ☐ report anything I see that is inappropriate straight away.
- ☐ not look up anything inappropriate on the internet.

Student Reflection

After discussing these points with your teacher, please write a short refection: Example: What are your thoughts on appropriate use of technology?

Why is our Acceptable Use Agreement Important?

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Parent Reflection

After discussing these points with your child, please write a short refection:

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Consequences

If I fail to comply with the above guidelines the teacher, in consultation with school administration, will determine appropriate consequences for any breach of this Acceptable Use Agreement. Consequences may include one or more of the following:

- ☐Student and teacher discuss the inappropriate behaviour.
- ☐Suspension from using technologies at school. e.g. 1 day, 1week.
- ☐Indefinite suspension from using technologies until the school deems the student is ready to be reinstated.
- ☐Parents informed.

Student Declaration

I have read and fully understand all parts of this 'Acceptable Use Agreement'.

Signed _____ Date_____

Parents Declaration

I / We have read through this document with our child and will continue to support the correct use of technology at school and at home.

Signed _____ Date_____

Signed _____ Date_____