



Orbost North Primary School

Acceptable Use Agreement



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office

SCHOOL PROFILE STATEMENT

At Orbost North 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 student
- behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital
- technologies; i.e. School Start-up Program
- Raise our students' awareness of 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;

o See: [Duty of Care and Supervision](#)

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)

aspx)

- 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:

o Bullystoppers Parent Interactive Learning Modules

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

o 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/photos about myself or other students. This includes social media sites such as Facebook, Instagram etc.

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 and the internet.

SCHOOLS OWNED DEVICES

The school currently provides the use of iPads, laptops and desktop computers for students to use at school.

User responsibilities

Students are responsible for:

- ❖ carrying the school device in a safe manner with an appropriate protective case at all times
- ❖ adhering to the teacher instructions at all times when using school devices.
- ❖ using the school devices correctly and for educational purposes only.
- ❖ looking after the school devices to prevent any damage.
- ❖ asking for teacher permission before posting any work, comments, photos on the school website and classroom blogs.
- ❖ not posting and uploading any images of other students onto social media sites or

- ❖ messenger apps. This includes at home.
- ❖ Informing their teacher immediately if an inappropriate site or image appears on their screen.
- ❖ their Internet searches to be educational based and be related to the topic.
- ❖ only accessing their class and personal folders when saving and opening work on the school server.

Parents/students should be aware that files stored on the device, or on the school's server, are not

private.

Damage or loss of equipment

- ❖ Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the supervising teacher.
- ❖ If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

The full Digital Technologies (internet, social media and digital devices) Policy is available from the school office on request.

Orbost North Primary School

Authorisation of the Acceptable Use Agreement 2021

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

I have read and discussed the issues raised in the school's ICT/Internet Acceptable Use Agreement

with my child. My child understands the requirements outlined in the safe and responsible behaviour section and the consequences of not following the policy: (please tick)

YES NO

I allow my child's identifiable images to be published on the school's Website and Newsletter.

Yes No

I allow my child's work to be published on the school's Website and Newsletter.

Yes No

Student Section

Student Name: _____

Year Level: _____

I have read with my parents the Orbost North Primary School ICT/Internet Acceptable Use Agreement. I agree to follow the rules contained in the Agreement. I understand that failure to follow this agreement may result in me having my access to technology and the internet suspended

for a period of time determined by my teacher and the School Principal.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the Orbost North Primary School ICT/Internet Acceptable Use Agreement. I give permission for my child to participate.

I understand that failure to follow this agreement may result in my child having their access to

technology and the internet suspended for a period of time determined by my child's teacher and

the School Principal.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

THIS FORM WILL COVER YOUR CHILD FOR THE DURATION OF THEIR SCHOOLING AT ORBOST NORTH PRIMARY SCHOOL UNLESS YOU NOTIFY US OTHERWISE IN WRITING OR THE AGREEMENT IS CHANGED (YOU WILL BE PROVIDED WITH A NEW COPY).