Cranbourne West Primary School Acceptable Use Agreement, internet and digital technologies

Cranbourne West Primary School is committed to the safe and responsible use of technologies. As part of this we are working towards becoming an eSmart school. We believe the teaching of eSmart cybersafety, responsible online behaviour and using technologies correctly, as essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Cranbourne West Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Cranbourne West Primary School we:

- have policies in place that outline the values of the school and expected behaviours which are relevant when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine Connect, www.education.vic.gov.au/primary which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have eSmart cybersafety protocols at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- can provide support to parents/carers through eSmart and cybersafety information evenings and through the document attached to this agreement for parent to keep at home
- work with students to outline and reinforce the expected behaviours around internet usage.

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Cranbourne West Primary School Acceptable Use Agreement for Ultranet, internet and digital technologies

Part B - Student Agreement
When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

Although all agreement conditions may not be totally understood by some of our younger students it is vital that parents read the form carefully and if appropriate discuss certain aspects of it with their children. This will further reinforce the instruction provided by teachers on the school's usage requirements where aspects of security, safety, privacy, copyright and respect for others and the system will be discussed.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked. As a parent, I also understand that whilst all due care will be taken in controlling the information which can be accessed, Cranbourne West Primary School, including staff members and school councillors will not be held responsible for consequences arising from my child's use of the internet and digital technologies.

Student Name: _____

Year Level: _____

Student Signature: _____

Parent/Carer Signature: _____

Date: _____

If you have any concerns about this agreement or ideas for making the agreement better contact Mr Andrew Bergmeier (Principal)
Additional information may be found by visiting the ICT link on our school website.

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers can call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

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Family Information to support the understanding of the

Acceptable Use Agreement for Ultranet, internet and digital technologies

Family Information – Advice to support the safe and responsible use of digital technologies at home

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

The term "space" is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images videos for students to view. Not all content is presented as a space.

About the agreement:
In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

Be a safe, responsible and ethical user whenever and wherever I use it.
The school's Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the internet and digital technologies at school.

Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.
Students are advised to report an incident if:
- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

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Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."

Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:
- don't use their own name, but develop an online name and use avatars
- don't share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

Use the internet at school for educational purposes and use the equipment properly
It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Use social networking sites for educational purposes and only as directed by teachers.
Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

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Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.
Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
Not reveal my password to anyone except the system administrator or classroom teachers.
Not bring or download programs without permission, including games, to the school or run them on school computers.
Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).
In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

When using a digital device such as a camera I will:
- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

The use of mobile phones at school is not allowed. We understand that some students may carry a mobile phone to and from school, but these must be handed in to the classroom teacher at the beginning of the day and will be returned at the end of school. Digital devices are a seamless part of our lives. The school allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception. A sample consent form for requesting permission is available on the DEECD website. Consent can be withdrawn at anytime.

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If you have any concerns about this agreement or ideas for making the agreement better contact Mr Andrew Bergmeier (Principal)

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