



Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour 2020



When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful. I must also ensure that I only use my own digital device (or a device provided by the school). This means that I:

- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Don't use actions online to be mean to others. (This can include leaving someone out to make him or her feel bad).
- Don't copy someone else's work or ideas from the Internet and present them as my own. (I will include the website link).
- Never touch another student's digital device for any reason.

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 not to be shared online. This means that I:

- Never share my own or anyone else's full names, birthdays, school names, addresses and phone numbers because this is their personal information. This includes photos and footage in school uniform where I/they can be identified.
- Protect my password and I don't share it with others.
- Don't join a space online without my parent's or teacher's guidance and permission.
- Never answer questions online that ask for my personal information.

When I use digital technologies I look after myself and others by thinking about what I share online. This means that I:

- 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.
- Speak to a trusted adult if I know someone else is upset or scared.
- Stop to think about what I post or share online.
- Will not post any photos or footage from school on personal social media accounts.
- Use spaces or sites that are right for my age.
- Don't deliberately search for something inappropriate.
- Either turn off the screen or use the back button if I see something inappropriate (offensive or violent) and tell a trusted adult.
- Am careful with the equipment I use.
- Never purchase anything online unless a trusted adult assists me.

When I use digital technologies I ensure that it is used to promote learning. This means that I:

- Only use digital technologies for learning purposes.
- Only have age appropriate apps on my iPad at school.
- Turn off all notifications so my learning is not interrupted.
- Stay on task using educational apps approved by my teacher/school.
- Report any misuse of digital technologies to my classroom teacher.
- Turn off iMessage or other instant messaging apps (including social media) while at school.
- Will use digital technologies to communicate with others for learning purposes only (i.e. no personal messaging during school times).
- Will only have age appropriate apps (ratings under 12 years old) on my iPad at school.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at school will be renegotiated if I do not act responsibly (please see the iPad Information Booklet and our ICT Acceptable Use Policy on our webpage for disciplinary action process).

Student Name:..... Student Signature:..... Class..... Date.....

Parent/Guardian Agreement: Please tick EVERY BOX before signing.

I agree to:

- My child using the Internet at school for educational purposes only.
- The school signing my child up to educational accounts, websites and apps, e.g. school email, Apple Classroom, Showbie, Mathematics Google Drive, and other similar age appropriate collaborative spaces.
- The ICT Acceptable Use Policy - I have read, understand and agree to abide by the school's ICT Acceptable Use Policy as on our school's website.
- Contact the school if there is anything here that I do not understand. If there is a situation, which concerns me, I will contact either the school Principal or my child's classroom teacher.
- Contact the school to get a message to my child, NOT contact my child via a Messaging App.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don't hesitate to contact our e-Learning Coordinator (Tania Haimon), Bryan Nolan (Principal), Sally Morath (Assistant Principal) or your child's class teacher on (03) 9306 9182.

Parent Name: Parent Signature:..... Date:.....



Please keep this as a resource to use at home.

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

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm and hurt.

At home we recommend you:

- Make some time to visit with your child to find out how they are using the internet and who else is involved in any online activities.
- Ask them to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos play games, etc.
- Always get them to set their space to 'Private' if they use a social networking site.
- Have the computer with Internet access set up in a shared place in the house – not your child's bedroom.
- Negotiate appropriate times for your child's online activities and use of mobile phones.
- Check your child's devices for VPN apps. These allow your child to bypass filters and allows them free access to inappropriate material/games.
- Ask questions when your child shows you what they are doing:
 - How does it work, how do you set it up and can you block out people?
 - Who else is sharing this space or game – did you know them before or 'meet' them online and what do you know about them?
 - Why is this so enjoyable – what makes it fun?
 - Can you see any risks or dangers in the activity – what would you say to warn/inform a younger child who was going to start to use the space?
 - What are you doing to protect yourself or your friends from these potential dangers?
 - When would you inform an adult about an incident that has happened online that concerns you?

For more information please see our iPads for Learning at OPPS information booklet found on our school's web page:

<https://www.oakparkps.vic.edu.au/byo-1-1-ipad-program.html>

Look for iPads for Learning at OPPS information booklet.