



# Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour 2024



## When I use digital technologies, I communicate respectfully.

This means that I:

- Will be an UPSTANDER and never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Will use positive online actions and try to be inclusive at all times, rather than excluding others.
- Will include website links and any Internet references I have used in my work and not present them as my own.
- Will only ever use my own digital device unless a teacher gives me permission to use another one.

## When I use digital technologies, I protect personal information.

This means that I:

- Never share my own or anyone else's full name, birthday, school name, address and/or phone number because this is their personal information. This includes photos and footage in school uniform where I/they can be identified.
- Will protect my password and not share it with others.
- Will only join online spaces that have been approved by my parent or teacher.
- Never answer questions online that seek to gain 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, scared or uncomfortable.
- Stop to think before I post or share anything online.
- Maintain confidentiality. This means I will never post any photos or footage from school on personal social media accounts.
- Only use spaces or sites that are allowed for my age.
- Only take photos after seeking the consent of those in the photo.
- Only search for appropriate content.
- Will either turn off the screen or use the back button if I ever see something inappropriate (offensive or violent). I will also tell a trusted adult.
- Am careful with the equipment I use.
- Never purchase anything online at school.

## When I use digital technologies, I ensure that they are used to promote learning.

This means that I:

- Only use digital technologies for appropriate learning purposes (e.g., no personal messaging during school times, including contacting parents).
- Delete any VPNs from my device whilst working at school.
- Turn off all notifications so my learning is not interrupted.
- Only have age-appropriate apps (ratings under 12 years old) on my iPad at school, e.g., No social media on iPads at school (No Instagram, Snapchat, TikTok).
- Report any misuse of digital technologies to my classroom teacher.
- Turn off iMessage or other instant messaging apps (including other all other forms of social media) while at school. This includes smart watches and wearable devices.

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 Digital Learning 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, Seesaw, Mathletics Google Drive, and other similar age-appropriate collaborative spaces.
- ☐ The Digital Learning Policy - I have read, understood, and agree to abide by the school's Digital Learning Policy as on our school's website <https://www.oakparkps.vic.edu.au/opps-policies.html>.
- ☐ 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 same consequences apply for students if contact is made, e.g., iPad to be left at home for the week).

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 a member of the school's Leadership Team or your child's class teacher on (03) 9306 9182.

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



## Important Information and Advice



### **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 sometimes used differently. Not only is it a study resource for students, but it is increasingly 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, and 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.
- 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?

We appreciate some families purchase smart watches or internet enabled wearables, please ensure that students enable 'do not disturb/student mode' and do NOT communicate via messaging during school hours. Please discuss this with your child before allowing them to wear devices to school.

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.