



ICT Acceptable Use Agreement:

At Napoleons 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;
- are an accredited eSmart School. This is a whole school program designed in conjunction with the Department of Education and Early Childhood Development (DEECD) and the Alannah and Madeline Foundation of Australian Schools. It is a comprehensive Cyber Safety Program in which students are expected to meet guidelines. Students receive regular direct instruction in cyber safety issues.
- educate our students about digital 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;
 - See: [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.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:
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

- [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

Student agreement:

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 online spaces with my parent's or my teacher's guidance and permission
- never answer questions online that ask for my personal information

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

Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- School owned ICT devices (ie laptops, iPads, printers)
- Internet, intranet
- Cloud services (e.g. Google drives)
- Online digital portfolios (e.g. ClassDojo)
- Video and photo sharing websites
- Forums, discussion boards and groups
- Wikis (e.g Wikipedia)
- Vod and podcasts
- Video conferences and web conferences

Student Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

Parent Signature

I understand that my child needs to comply with the terms of acceptable use and expected standards of behavior set out within this Agreement.

I understand that there are actions and consequences established with the school's Student Engagement Policy if my child does not behave appropriately.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____