

Appendix A: GUIDELINES AND CONDITIONS ACCEPTABLE USE PROCEDURES FOR THE SCHOOL'S INTERNET AND MOBILE DEVICES

Part A – Agreement to be signed by the student and parent

OUR SCHOOLS ICT ACCEPTABLE USE AGREEMENT

Our School believes the teaching of cyber safety and responsible online behaviour is 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 B - School support for the safe and responsible use of digital technologies

Our 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 our School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cyber safety program 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)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home

Part B - Student Agreement

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.

- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games and VPN (Virtual Private Network).

Acceptable Use Agreement Timbarra P9 College

Part C: Student Commitment

Definition of Digital technologies

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

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, cameras, iPads)
- Mobile phones and student owned devices
- Email and instant messaging
- Intranet, internet
- Social networking sites (e.g. Facebook, Instagram)
- Video and photo sharing websites (e.g. YouTube)
- Blogs or micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences

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

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 Timbarra P-9 College Student Engagement Policy if I do not behave appropriately.

Date:

Student Name:

Homeroom:

Parent/ Guardian Signature:

Name of Parent/ Guardian