# Kew East Primary School
## Year 3-6 Acceptable Use Agreement -

Cybersafety is an important issue for all students. By the time students finish primary school most will already be regular and active users of digital technologies, including social media tools.

### Part A: Rationale

Kew East Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/carers. **We strongly encourage parents/carers to work with us and reinforce this behaviour at home** (the behaviour outlined in Part B: Safe and Responsible Behaviour).

Kew East Primary School's approach to prevention is based on teaching positive behaviours and the use of logical consequences to address both appropriate and inappropriate behaviour.

### At Kew East Primary School We:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise students when using digital technologies for educational purposes
- provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- provide parents/carers with a copy of this agreement.

### Part B: Safe and Responsible Behaviour

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

**Communicating respectfully**:

This means:
- using the school's digital technologies only for the intended educational purposes as specified by my teacher
- always thinking and checking that what I write is polite and respectful
- never being involved in cyberbullying (for example, posting hurtful messages or images, imitating others, excluding others, and inappropriate online gossip or chat)
- abiding by copyright and intellectual property regulations. If necessary, I will request permission before using images, text, audio and video and cite references.

**Protecting personal information**:

This means:

- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of my friends and others; never posting or forwarding their personal details or images without their consent
- 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 of use (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
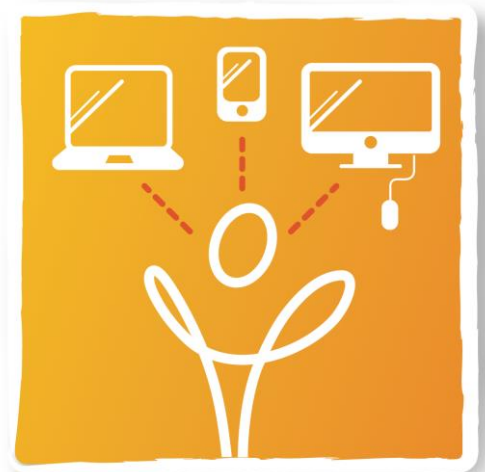
**Respecting myself and others**:

This means:

- talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- handling all digital devices with care and notifying a teacher if they are damaged or require attention
- 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 user (student or staff member)
- not bringing to school or downloading unauthorised programs, including games.

***In addition, if I use a personal mobile device (e.g. mobile phone), I agree to be a safe, responsible and ethical user at all times, by:***

- communicating with others in a respectful manner; never being involved in cyberbullying (for example, hurtful phone calls/text messages, imitating others online, excluding others and nasty online gossip or chat)
- **turning the device off and securely storing it in a safe location, such as my school bag, during school hours** (except for approved learning purposes)
- not carrying my device in my pocket during school hours
- respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

*This agreement will remain valid until March of the following year and be redistributed at the beginning of each school year to revisit and re-sign.*

## Part C: Student Commitment (this section to be returned to school)

This Acceptable Use Agreement applies to all digital technologies, social media tools and learning environments accessed at school or at home, including (although not limited to):

- School owned digital devices (e.g. desktops, laptops, printers, scanners, iPads)
- Mobile phones
- Email and instant messaging
- Internet, Intranet
- Social networking sites (e.g. Minecraft, Skooville, Instagram)
- Video and photo sharing websites (e.g. Picasa, Youtube)

- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia, Wikispaces)
- Podcasts
- Video conferences and web conferences.

**When I use digital technologies I agree to be a safe, responsible and ethical user at all times by:**
- ✓ **Communicating respectfully**
- ✓ **Protecting personal information**
- ✓ **Respecting myself and others**
- ✓ **Following the KEPS 'Protocols for the Use of Digital Technologies' (refer to the eSmart & Digital Technologies policy available on our website)**

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

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 Kew East Primary School Student Engagement Policy if I do not behave appropriately.

If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that I or my parents/carers will pay the cost of repairing the damage, or if necessary, the cost of replacing the device. I acknowledge that accidental or deliberate damage of a device is not covered by insurance or warranty.

| Student Name: | | | | |
|---|---|---|---|---|
| **Year** | **Date** | **Class** | **Student's signature** | **Teacher's signature** |
| **3** | | | | |
| **4** | | | | |
| **5** | | | | |
| **6** | | | | |

## Part D: Parent Commitment

As parent/carer of the above student, I:
- will encourage my child to use digital technologies safely and responsibly, at school and at home, as outlined in this Acceptable Use Agreement
- agree that in the event of my child causing damage to computer property due to carelessness, inappropriate use, or otherwise, I agree to reimburse the school for repairs or replacement of such property.

Name of Parent/Carer:_____

Parent/Carer Signature: _____       Date: _____