

1. Rationale:

Greenvale Primary uses the Internet as a teaching and learning tool. We see the internet as a valuable resource. We do however, acknowledge it must be used responsibly. As a school working towards eSmart accreditation, we encourage the use of digital technologies to facilitate learning, and aim to develop our students' ability to use these tools safely, responsibly and with integrity.

Each student has been asked to agree to use digital technology responsibly at school. Parents should be aware that the nature of the Internet means that *full protection from inappropriate content can never be guaranteed*. The Internet provides students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups worldwide, so as to increase skills, knowledge and abilities.

2. Aims:

- To improve student learning outcomes by increasing access to worldwide information.
- To develop student skills in the safe and appropriate use of the Internet.
- To comply with eSmart guidelines and to ensure safe and responsible use of all Digital Technology.

3. Implementation:

At Greenvale Primary we:

- 3.1 Provide all students and staff with censorship filtered Internet. All staff have their own password protected Internet account and log on. Students have their own user log on. *Such access is a privilege that infers responsibility and not simply a right to be expected.*
- 3.2 Provide supervision and direction during Internet use.
- 3.3 Incorporate the use of digital technologies across all curriculum areas.
- 3.4 Support copyright agreements and require students to acknowledge the source when using information obtained online.
- 3.5 Reinforce the importance of safe and respectful use of the Internet in all curriculum areas.
- 3.6 Appoint an eLearning Coordinator who will liaise with staff, DET Technician and school based technician to manage all email access, maintain the school's website, web filters, and all other issues related to internet access by students.
- 3.7 Work to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- 3.8 Provide password protected email accounts to all staff. Users will be responsible for clearing their mailboxes regularly.
- 3.9 Provide guidelines on access rights for different user levels.
- 3.10 Expect all students to be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- 3.11 Expect all staff to be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- 3.12 Enforce consequences of publishing, accessing or failing to notify the coordinator of inappropriate material including the removal of access rights as stated in our Digital Technologies Acceptable Use Contract.
- 3.13 Require signed parent and student consent to be completed in order to gain access to the Internet, Office 365, or to publish work, photos or videos on the Internet.
- 3.14 Recognise and respect the privacy of students, parents, staff and others at all times. When identifying students, only the student's first name and last initial will be used.
- 3.15 Require students and parents to agree to and sign a Digital Technologies Acceptable Use Contract, demonstrating an understanding of this contract and the consequences of noncompliance.
- 3.16 Track infringements of the Digital Technologies Acceptable Use Contract and collect data in order to identify problem areas and implement effective solutions.
- 3.17 Apply Greenvale Primary School's Restorative Practices when responding to breaches of the Digital Technologies Acceptable Use Contract to allow for the consistent management of these infringements.
- 3.18 Students and parents will also be made aware of these each year when the behaviour booklet is sent home.

4. Evaluation:

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle

References and Related Documents:

- Office of the Children's eSafety Commissioner - <https://esafety.gov.au/>
- eSmart® Smart. Schools Framework - www.esmartschools.org.au
- The Alannah and Madeline Foundation
- Greenvale Primary School's Digital Technologies Acceptable Use Contract
- Greenvale Primary School's Cyber Citizenship Policy
- Greenvale Primary School's 1-1 Digital Technologies Policy
- Greenvale Primary School's Privacy Policy
- Greenvale Primary School Student Engagement and Inclusion Policy

This policy was ratified by School Council in August 2015

Foundation – Year 6

DIGITAL TECHNOLOGIES ACCEPTABLE USE CONTRACT

Greenvale Primary School uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Each student has been asked to agree to use the Internet responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed. The Internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities

Student Contract

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- Be responsible whenever and wherever I use technology
- Support others by being respectful in how I talk to and work with them and never write or participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour)
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. I understand that it is not my fault if I get a message like that.
- Not respond to e-mail messages sent to me by a person I do not know.
- Not use the internet to frighten or annoy or bully other people.
- Keep myself and my friends safe, by not giving out personal details, including full names, telephone numbers, addresses and images.
- Report to an adult if I feel unsafe or uncomfortable online or see a friend participating in unsafe activities or being made to feel uncomfortable by others.

When I use the internet at school I have responsibilities and rules to follow. I agree to:

- Keep myself and my friends safe, by not giving out personal details, including full names, telephone numbers, addresses and images.
- Not give out my password, to anyone other than my parents or teacher.
- Only work on the web for purposes specified by my teacher at school.
- Be respectful in how I talk and work with others online and never write or participate in online bullying.
- Use the technology at school for learning.
- Use the equipment properly and not interfere with the work of another student.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Not go looking for rude or offensive sites.
- Use the internet at school to help me to learn.
- Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer, without acknowledging the source of information).
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. I understand that it is not my fault if I get a message like that.
- Not respond to e-mail messages sent to me by a person I do not know.
- Not use the internet to frighten or annoy or bully other people.

- Follow school guidelines and procedures when preparing materials for publication on the web.
- Talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable for our school
 - Someone writes something I don't like, or makes my friends and me feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities

Greenvale Primary School strongly recommends that mobile phones, iPods, DS or other mobile digital devices should not be brought to school.

However should I bring any of these devices to school I agree to:

- Take full responsibility for it
- Only make or answer calls before or after school.
- Be responsible in my use and not use the device to find, create or send information that might be inappropriate or hurtful.
- Protect the privacy of others and never post private information about another person
- Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers).
- Seek written permission from individuals involved prior to publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in how I talk to and work with others online and never write or participate in online bullying
- Seek teacher permission before using mu device to upload any content to websites, blogs or other shared online spaces.

This Digital Technologies Acceptable Use Contract also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Agreement:

I agree to:

- My child using the Internet at school
- My child's first name and initial being published on Greenvale Primary School's website, or on education websites
- A photo or video of my child being published on Greenvale Primary School's website or on password protected education websites
- My child's work being published on Greenvale Primary School's website or on password protected education websites
- The school signing my child up to educational websites, e.g. Wikispaces, Glogster Edmodo
- Contact the school if there is a situation which concerns me

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent Name: _____

Parent Signature: _____ **Date:** _____

If you have any questions, or concerns about the **Digital Technologies Acceptable Use Contract**, please don't hesitate to contact our eLearning Coordinator (Joyce Hickling) or your child's class teacher on 9333 2500

Angelika Ireland
School Principal