

# KCPS Acceptable Use Agreement 2017

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21<sup>st</sup> 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 both themselves and others online, even when no one is watching.

At Kororoit Creek Primary School (KCPS) we believe the teaching of cybersafe and responsible online behaviours are essential in the lives of students and are best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce these behaviours at home.

For your information and your child's safety, we ask that you read through this document carefully and discuss it fully with your child and family. When you feel you understand and are happy with its contents we ask you and your child to sign it and return it to school so that your child can begin their responsible use of technologies at KCPS. It is an expectation that all students at KCPS participate in online and digital learning therefore it is essential that this agreement is returned to school. The signed agreement will be kept in your child's file for the duration of the year and you will be asked to sign an updated agreement at the commencement of each new school year.

## School support for the safe and responsible use of digital technologies

Kororoit Creek Primary School uses blogs, the Internet, web 2.0 tools and various 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 blogs, the Internet, web 2.0 tools and digital technologies responsibly at school. Parents/carers should be aware of the nature of the Internet and be aware that full protection from inappropriate content can never be guaranteed.

At Kororoit Creek Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the Internet (referred to as Essential Agreements)
- provide a filtered Internet service
- provide access to and model appropriate use of devices within the Global 2 blogs - the Department of Education and Training's monitored and endorsed blogging site
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- are an eSmart accredited school and implement a rigorous cybersafety program which is reinforced across the school
- use mobile technologies for educational purposes (e.g. YouTube clips, 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 online information document for parents to keep at home
- work with students to outline and reinforce the expected behaviours when on the Internet and using blogs
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology
- understand that some online activities are illegal and as such will be reported to police
- provide access and model appropriate use of mobile technologies such as iPads
- record breaches of responsible digital technology use and address these breaches with a zero tolerance approach

## Kororoit Creek Primary School Acceptable Use Agreement for Internet and digital technologies agreement

### Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never use written, or participate in, online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behavior
- 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
- act appropriately and not deliberately search for anything that is rude, violent or inappropriate
- follow my classroom Cyber Safety Agreement (Essential Agreement for digital technologies)
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, birthday, telephone numbers, addresses and images or ask others for theirs
- use the Internet for educational purposes only
- ensure that the equipment is used appropriately at all times
- ensure I do not fraudulently subscribe or register to social networking sites that have strict age regulations such as Facebook, Instagram, YouTube and Snap Chat etc.
- only using social networking sites for educational purposes which must be approved by teachers
- only joining sites with permission
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the Internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator, my parents or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use my iPad, iPod, computer, netbook, e-reader or other mobile or recording device I agree to:

- keep the device on silent or use headphones during class times– except when approved by the teacher
- protect the privacy of others and never post **or forward** private information about another person
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- not engage in negative, derogatory or hurtful communication with my peers both during and after school hours; including Facetime, iMessaging, WhatsApp or any other messaging tool

This Acceptable Use Agreement also applies 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 and may be suspended if I do not act responsibly.

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Internet and mobile technology access privileges being suspended or revoked.**

**Student Name**

**Year Level**

**Date**

**Student Signature**

**Parent/Carer Signature**

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/cares call Parent line 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

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