KCPS Acceptable Use of Internet and Digital Technologies Agreement

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 both themselves and others online, even when no one is watching.

At Kororoit Creek Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. Safe and responsible behaviour is explicitly taught at our school and families are requested to reinforce this behaviour 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 <u>we ask you and your child to tick the Compass checkboxes as acknowledgment you understand it</u> and 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 compulsory that this agreement is consented to. **Your consent will be stored on our Compass server for the duration of your child's enrollment at Kororoit Creek Primary School.**

School support for the safe and responsible use of digital technologies

KCPS uses the Internet, Instagram, Global 2, blogs, Seesaw, social media platforms, Web 2.0 tools, Google Suite, Office Suite, Kahootz, Padlet 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.

KCPS uses social media platforms to share with the community.

You and your child have been asked to agree to use these digital technologies responsibly at home and 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 KCPS 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).
- have a Privacy Policy aligned with the Department of Education Schools Privacy Policy which can be found at https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx.
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- support students in developing digital literacy skills.
- are an eSmart accredited school and implement a cybersafety program which is reinforced across the school and throughout the curriculum.
- use mobile technologies for educational purposes (e.g. YouTube clips, podcasts or photos from excursions).
- provide support to parents/carers, if requested, to understand this agreement (e.g. language support).
- provide support to parents/carers through information evenings and through online communication (eg. Compass blasts) about ways they can support their child's digital skills and safety from home.
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology and that these behaviours should be mirrored at home.
- understand that some online activities are illegal and as such will be reported to police.
- record breaches of responsible digital technology use and address these breaches with a zero-tolerance approach.
- **do not allow for personal devices to be used during school hours, these include phones, tablets, smart watches or any other smart devices. If students require these devices for before or after school hours they need to be given to a teacher for safe keeping before the commencement of the school day and returned once the school day concludes. This safe keeping is at the students own risk. No guarantees can be made about the security of the device while in the teacher's possession**

Parent Agreement

When I supervise my child using technology, I agree to:

- discuss safe internet use with my child including the impacts of online bullying on others and the ways you can seek help if needed
- accept all responsibility for the actions of my child whilst using technology at home, including browsing and accessing social networking platforms
- not access my child's online platforms (such as Seesaw) unless logging on as a parent using my own account and not use it for anything other than educational purposes. E.g. not as a conversation platform to teachers
- be informed of the age restrictions on any applications and platforms my child accesses

When I use technology, I agree to:

- keep myself informed about the risks of sharing photos and personal information such as school logo or suburb online
- not post photos that include other students from the school on any online platforms
- not engage in a negative or derogatory way on the school social media platforms, including Seesaw
- not save, screen shot, record or share any content related to any student or family within the school

Student Agreement

When I use digital technology, I agree to:

- only use school based digital technology for school purposes and not for private or personal use.
- 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 write or participate in online bullying (this includes taking photos, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).**
- think critically before providing feedback online to other students and consider how the feedback will be viewed by others.
- talk to a teacher if I feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviour, both at school and at home.
- 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.
- not deliberately search for something 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.
- use the Internet for educational purposes and use the equipment properly.
- not fraudulently subscribe or register to social networking sites that have strict age regulations such as Facebook, Instagram, YouTube and Snap Chat etc.
- use approved social networking sites for educational purposes and only as directed by teachers.
- never join spaces without 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.
- not take photos of other students or staff without explicit permission.

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, including photos and videos of others.
- only take photos and record sound or video when it is part of an approved lesson and delete them once the task is complete.
- 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 or online platform.

When online learning/remote learning I agree to:

- always have my correct name and my camera switched on when I enter a meeting and throughout the meeting.
- not use the chat function inappropriately and respect the school values of the Learner Profile.
- ensure that I am muted when asked by the teacher and not interrupt the lesson.
- follow the directions of the teacher when in break out rooms and not be inappropriate or cause harm to others.
- not film or record learning sessions on other devices.
- not use the online learning sessions to bully or harass others.
- make sure I turn up on time for my sessions and be ready to learn.

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.