

ACCEPTABLE USE POLICY ICT, DESKTOP, NEXTBOOK, IPAD AND OTHER MOBILE TECHNOLOGIES



PART A– THE AGREEMENT TO BE SIGNED BY THE STUDENT AND PARENT.

See part C for support information.

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

- ✓ be a safe user whenever and wherever I use that technology
- ✓ be responsible whenever and wherever I use technology and 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 harmful, inappropriate or hurtful online behaviour)
- ✓ report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- ✓ behave according to the school Code of Conduct when online or using devices
- ✓ keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- ✓ use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- ✓ **not bring or download unauthorised programs or files**
- ✓ **not go looking for rude or offensive sites**
- ✓ use an 'online name' and avatar when sharing my work online
- ✓ **remember that the content on the web is someone's property and ask my teacher or parent to help me get permission if I want to use information or pictures**
- ✓ **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)**
- ✓ 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
 - ✓ someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - ✓ I feel that the welfare of other students at the school are being threatened.

When I use my iPad/Nextbook I agree to:

- ✓ use it as requested for learning purposes as directed by my teacher
- ✓ be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else
- ✓ follow all of the rules as stated in the FPS Internet Acceptable Use Policy
- ✓ take good care of my iPad/Nextbook
- ✓ only use the device during class time when allowed by the classroom teacher
- ✓ only use apps with the permission of my teacher
- ✓ not use the device during recess or lunchtime
- ✓ not remove the iPad/Nextbook from the classroom without the teacher's permission
- ✓ use my iPad/ Nextbook in ways that are appropriate, meet school expectations and are educational
- ✓ that any inappropriate use of the device will result in school discipline that may include the confiscation of the device for the remainder of the day, withdrawal of privileges to use the device at school for an amount of time appropriate, or school suspension in particular for a "repeat" offence. Inappropriate use includes but is not limited to:
 - ✓ Visiting inappropriate websites
 - ✓ Possessing inappropriate material including pictures, music and videos
 - ✓ Using inappropriate apps
 - ✓ Unauthorised use of the device
 - ✓ Using the camera to take pictures or videos without the teacher's permission
 - ✓ not download any apps, music or videos at school.



ACCEPTABLE USE POLICY ICT, DESKTOP, NEXTBOOK, IPAD AND OTHER MOBILE TECHNOLOGIES

General Care at School

- ✓ Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment etc.
- ✓ Use both hands when carrying the device.
- ✓ The device should remain in its case at all times.
- ✓ Device covers should be in place anytime the device is not in use.
- ✓ Always put the iPad/Nextbook in a safe place when it is not being used.
- ✓ The device may be damaged by water. Keep it away from drinks, other liquids and rain.
- ✓ Don't drink or eat while using the device.
- ✓ Clean the device with a soft lint free or microfiber cloth. Never use cleaning liquids.
- ✓ Take care when inserting and removing cords to the device. Never force it in as it may cause damage.
- ✓ Do not expose the device to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.

When using my mobile device as a camera I will:

- ✓ only take photos and record sound or video when it is part of a class or lesson
- ✓ 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 uploading any content to websites, blogs or other shared online spaces.

This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricula activities.

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

Student Name:

Student Signature:

Parent Permission

I agree to allow my child to use the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the Acceptable Use Policy.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Name:

Parent/Guardian Signature:

Date:



ACCEPTABLE USE POLICY ICT, DESKTOP, NEXTBOOK, IPAD AND OTHER MOBILE TECHNOLOGIES

PART B –THE SCHOOLS’ SUPPORT FOR RESPONSIBLE & ETHICAL USE OF TECHNOLOGY

Please keep this as a resource to use at home

Forrest Primary School uses the internet as a teaching and learning tool. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Forrest Primary School we:

- have a cybersafe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet
- provide a filtered internet service
- provide access to the DEECD search engine Fuse (fuse.education.vic.gov.au), which can be used to restrict students to only using websites that have been teacher recommended and reviewed (the google search engine may also be used under strict teacher supervision)
- provide supervision and direction in internet activities and when using mobile technologies for learning
- have an Information Literacy program
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and through the document attached to this agreement.

ACCEPTABLE USE POLICY ICT, DESKTOP, NEXTBOOK, IPAD AND OTHER MOBILE TECHNOLOGIES

PART C - ADVICE FOR PARENTS

Please keep this as a resource to use at home

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask them to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games etc (facebook shouldn't be used until age 13)
- always get them to set their space to 'Private' if they use a social networking site like Myspace, Bebo or Pixa (they are then in control of who can contact them and accesses their information)
- have the computer with internet access set up in a shared place in the house – not your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile phones
- ask questions when your child shows you what they are doing
- how does it work, how do you set it up and can you block out people?
- who else is sharing this space or game - did you know them before or 'meet' them online and what do you know about them?
- why is this so enjoyable – what makes it fun?
- can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
- what are you doing to protect yourself or your friends from these potential dangers?
- when would you inform an adult about an incident that has happened online that concerns you?

SUPPORT INFORMATION FOR PARENTS AROUND THE AGREEMENT.

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

Forrest Primary School believes the teaching of cybersafe and ethical 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 socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Behaving according to school Code of Conduct.

The school's Code of Conduct encompasses not only the rules of the school, but also those desired behaviours and values that your school community believe are important for all students.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Many students like to publish information about themselves and their friends in spaces like MySpace, Club Penguin or blogs. This can put them at risk of being approached, groomed, and/or bullied online.

We recommend that they:

- don't use their own name, but develop an online name and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don't allow anyone they don't know to join their chat or collaborative space. Use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it).

ACCEPTABLE USE POLICY ICT, DESKTOP, NEXTBOOK, IPAD AND OTHER MOBILE TECHNOLOGIES

Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Being online can make students feel that they are anonymous (even though online interactions can be traced), and often their environment has very few adults. Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed.

Participation in bullying or hurtful actions can take many forms in the online world (for example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person).

Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as 'free', but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school's technology is another issue. Their care is important and damaged goods that require repairing may incur a cost to parents.

Not bringing or downloading unauthorised programs (including games) to the school or run them on school computers or mobile devices.

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc. and these put all school equipment and student work at risk.

Not looking for rude or offensive sites.

Filters block a lot of inappropriate content, but they are not foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

Using the internet / mobile technology at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Asking teachers to help get permission before using information or pictures.

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. By downloading a freebie you can risk bringing a virus or spyware to the computer, mobile device or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, if you say to your child, "Tell me about wombats" you might encourage him/her to copy and paste facts

and images about the wombat. However, if you ask "What would a day in the life of a wombat be like?" you may encourage your child to think about different aspects of the animal's life and draw together the different pieces of information.

Talking to my teacher or another adult if I need help or see something I don't like online.

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online. If you have any concerns about this agreement or internet safety contact the school or visit <http://www.cybersmart.gov.au> .

ACCEPTABLE USE POLICY ICT, DESKTOP, NEXTBOOK, IPAD AND OTHER MOBILE TECHNOLOGIES

QUESTIONS FOR TEACHER/ PARENT/ STUDENT DISCUSSION:

What can you do?

- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments /image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB etc.
- Your friend has an online profile published (not set to private) you can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music to download.
-

Policy was last ratified by School Council in Feb 2018

REVIEW- Oct 2019