



Oatlands Primary School

ACCEPTABLE USE AGREEMENT FOR DIGITAL TECHNOLOGIES AND THE INTERNET

OVERVIEW

The ever changing digital landscape of the 21st century means that our students are facing the biggest transformation to their education journey that we have ever seen. The way in which our students receive and process information, interact and respond with others and experience learning opportunities, are constantly evolving. The purpose of this agreement is to ensure that all members of our school community have a clear understanding of the rights, roles, responsibilities and expectations to ensure safe and responsible use of the internet and digital technologies. We recognise the importance of working together with our school community to ensure our students develop into cybersmart digital citizens.

At Oatlands Primary School, we support the rights of all members of the school community to be provided with 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. We are dedicated to developing students that are smart, safe and responsible users of digital technology.

At Oatlands Primary School, we:

- have an **Acceptable Use Agreement for Digital Technologies and the Internet Agreement, A Cyber Safety and Responsible Use of Digital Technologies Policy** and **BYOC Code of Conduct** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour;
- educate our students to be safe and responsible users of digital technologies, with support of the eSmart Framework, the Cyber Safety Project Curriculum and Victorian Curriculum;
- raise our students' awareness of issues such as online privacy, cyber safety, digital citizenship, intellectual property and copyright;
- supervise and support students when using digital technologies within the classroom;
- establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities, with support from:
 - The Cyber Safety Project
<https://www.cybersafetyproject.com.au/>
 - Bully Stoppers Duty of Care and Supervision
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutytycare.aspx>
 - Office of the Children's eSafety Commissioner
<https://www.esafety.gov.au/>
- provide a filtered internet service, but acknowledge that full protection from

inappropriate content can never be guaranteed (i.e. teaching the students about their online footprint);

- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services;
- recognise that some online activities are illegal and as such we are required to report this to the appropriate authority or police;
- Use online sites and digital tools that support students' learning; including Google Apps for Education (G-Suite) for educational purposes;
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training Office of the Children's eSafety Commissioner:
 - Bully Stoppers Interactive Learning Modules – Parents
http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parent_modules.aspx
 - The Cyber Safety Project's Family Digital Use Guidelines Template- family use
https://www.cybersafetyproject.com.au/uploads/3/0/5/1/30510472/family_digital_use_guideline_-_template.pdf

AGREEMENT

Oatlands Primary School believes that the teaching of cyber safe and responsible online behaviour is essential in the lives of students and is 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 this behaviour at home. Some online activities are illegal and as such will be reported to police. Our Acceptable Use Agreement is therefore divided into three key areas:

PART A - SCHOOL ZONE

STUDENTS:

When I use digital technologies I communicate respectfully by:

- Always thinking and checking that what I write or post is polite and respectful.
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (ask students to reflect on how they would feel).
- Not sending mean or inappropriate messages or forwarding them to other people.
- Creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.
- When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address, phone number and photos of myself is personal information and is not to be shared online. This means I don't share them with anyone except my guardians and teachers.
- Only ever join spaces with my parents or teacher's guidance and permission.
- Never answer questions online that ask for my personal information.
- Know to respect myself and others by thinking about what I share online. This means I stop to think about what I post or share online.
- Use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult

for assistance.

- 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.
- Don't deliberately search for something rude or violent.
- Turn off or close the screen if I see something I don't like and tell a trusted adult.
- Use the Google Apps for Education appropriately; for educational purposes only.
- Use the Oatlands Gmail Account for school use only; no private conversations are to be held within this platform
- Respect all of the equipment I use.

TEACHERS/OATLANDS STAFF ARE RESPONSIBLE FOR:

- Setting expectations for use and access to the internet and digital technologies.
- Modelling and participating in positive online experiences.
- Demonstrating appropriate netiquette and online behaviours.
- Developing a shared language and understanding of smart and safe online behaviours.
- Working with students to develop a sense of responsibility for their learning with digital technologies.
- Using the internet and digital technologies to positively enhance learning experiences at Oatlands Primary School as well as reduce the risk of misuse.

PART B - HOME ZONE

At Oatlands Primary School, the internet is used to support teaching and learning. At home, however, it is often used differently. Not only is it an educational resource for students, but it is increasingly being used as a platform for social interactions.

The internet offers the chance to explore a virtually limitless world without the constraints of the 'real' world. Content on the internet is not broken into age or developmentally appropriate areas. Without supervision and guidance, a young child can either unintentionally or purposely find content that is disturbing, explicit or inappropriate. Just as you would ensure that the books you read to your child are age appropriate and the TV shows they watch are suitably rated, you should monitor what your child is doing, and where they are going, online. Most internet users will at some stage come across confronting content online and in the majority of cases this will not cause long-term harm. Problems can arise when this exposure is constant and is not discussed with a parent who can provide a balanced view.

PARENTS AND CHILDREN ARE RESPONSIBLE FOR:

- Setting clear expectations for use of and access to digital technologies and online experiences in their home and within public spaces.
- Engaging in ongoing conversations about Cyber Safety, netiquette and digital footprints to reduce the risk of misuse and cyber bullying incidents.
- Developing a shared language of cyber safety and digital technologies.
- Modelling, sharing and exploring the positive potential of the internet and digital technologies.
- Balancing screen time with other activities.



- Encouraging children to be in the same room as an adult when using their device, to promote safer use.
- Using strong privacy settings and passwords and collectively updating these regularly.
- Ensuring safe and moderated mode of internet browsing through appropriate filters and safe search options.
- Understanding terms and conditions, age restrictions and gaining parental consent before signing up to any online program.

PART C - PUBLIC ZONE

Developing awareness and understanding of how to be a cyber-smart digital citizen is a shared responsibility. Accessing and using the internet and digital technologies in a positive way must remain an open and ongoing conversation. It is important to be consistent with language, expectations and to be aware of when and where students are accessing the internet and what they are engaging in. Collectively, we must ensure that our students understand and demonstrate appropriate Cyber Safety strategies to best protect themselves online in all public spaces.

PARENTS AND THEIR CHILDREN ARE RESPONSIBLE FOR:

- Ensuring you have a secured digital device, with age-appropriate software and safety settings.
- Using digital technology responsibly and respectfully in all public domains.
- Obtaining consent from a person in a public zone before taking a photo, or video/audio recording.
- Understand the terms and conditions of websites and online communities and be aware that content you upload or post in a public domain becomes part of your digital footprint.
- Protecting privacy rights and those of others by not giving out personal details including full names, telephone numbers, addresses and images.

CONSENT

Your child is not permitted to use a device until this notice has been consented online by Friday 12th of February, 2021.

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

I have pressed CONSENT on the Compass Event and agree to this 2021 policy.

EVALUATION:

Date reviewed and approved by School Council	November 2021
Due date for next review by School Council	November 2023