

## ICT Acceptable Use Agreement

### **Purpose:**

The purpose of this Agreement is to ensure that students at Wantirna Primary School use digital technologies in a safe and appropriate manner

### **Objectives:**

Wantirna Primary School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Twenty-first 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 make appropriate choices for themselves and others online, particularly when no one is watching. Safe and responsible behaviour will be explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such could be reported to police.

### **Implementation:**

#### **General Behaviour**

Students using digital technology agree to:

- Read, agree to and sign the ICT Acceptable Student Agreement
- Follow all teacher instructions regarding safe and responsible use of all equipment, internet access and software/apps
- Be a safe, responsible and ethical user when using digital technology
- Support others by being respectful in how they communicate and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Not interfere with network security the data of another user or attempt to log into the network with a user name or password (where applicable) of another student
- Not reveal their password (where applicable) to anyone except the system administrator or their teacher
- Not bring or download unauthorised programs, including games, to the school or run them on school technology

#### **Internet**



Students using digital technology and accessing the Internet agree to:

- Use language that is appropriate in an educational setting
- Access appropriate information that is relevant to the curriculum
- Use on the software/apps as directed by a teacher
- Use online communication tools such as email and blogs as directed by their teacher to enhance their access to curriculum material
- Respect others when they talk to or work with them online
- Never take part in harassment or bullying, including forwarding harmful messages or supporting others in inappropriate or hurtful online behaviour
- Talk to a teacher or another adult if:
  - They need help online

- They are not sure what they should be doing online
- They come across sites that are not appropriate for school
- Someone writes something they don't like or makes them or their friends feel uncomfortable or asks them to provide information they know is private
- They feel the welfare of another student is being threatened
- Ask their teacher and gain permission if they want to access information or pictures from the internet
- Think carefully about what they read on the internet, question if it is from a reliable source

**Evaluation:**

Evaluation of this policy will be carried out by the Education Committee as part of the cyclic review process in three years' time or beforehand if a significant issue arises.

<b>Date Implemented</b>	2016
<b>Author</b>	Education Committee Emma Gardner, Adriana Grisold, Melitta Elliott, Sue Fergeus
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	 
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<b>Responsible for Review</b>	Education Committee
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