



Acceptable Use Agreement

Cybersafety is an important issue for young students. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as ABCkids or Club Penguin.

Part A: School profile statement

Chilwell Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home. The school profile statement should focus on programs and procedures that are in place to support safe and responsible uses of digital technologies. This statement can define how the school demonstrates their duty of care for students working in online spaces.

At Chilwell Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- Educate our students to be safe and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright
- Supervise students when using digital technologies for educational purposes
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students
- Know that some online activities are illegal and as such we are required to report this to the police
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child

- Provide parents/guardians with a copy of this agreement.

Part B: Safe and responsible behaviour

Chilwell Primary School is pleased to offer students access to the Internet and electronic mail (email) facilities. We strongly believe in the educational value of these electronic services and recognise their potential to support student learning. Chilwell Primary School will make every effort to protect students from any misuses or abuses using telecommunications. Some materials found on the Internet may contain some items that are unsuitable; however we believe that the opportunities for students to collaborate, and the range of information resources, will exceed any disadvantages students may face in using the Internet or accessing email.

The responsibility for setting and conveying standards is a joint responsibility with families and the school. We believe that access is a privilege - not a right as access involves responsibility. Please discuss the following guidelines for using the internet and email with your child and sign where indicated.

Guidelines

1. **Be Polite - Netiquette**
Always send messages that are polite.
2. **Be responsible - Use appropriate, respectful language**
When you are on-line you are representing Chilwell Primary School.
3. **Privacy – be safe, keep safe**
Don't include any personal information like your full name, home address or phone numbers. Let your teachers know if any person is asking for personal information.
4. **Information – check it carefully**
All the information accessed through the internet may not be accurate. Every effort will be made to ensure children develop skills to assist them in validating information.



When I use digital technologies I:

- **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ✓ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- ✓ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- ✓ not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).

- **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- ✓ protecting my friends' information in the same way
- ✓ protecting my password and not sharing it with others
- ✓ only joining a space online with my parent or teacher's guidance and permission
- ✓ never answering questions online that ask for my personal information.

- **look after myself and others** by thinking about what I share online.

This means:

- ✓ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
- ✓ speaking to a trusted adult if someone is unkind to me
- ✓ speaking to a trusted adult if I know someone else is upset or scared
- ✓ stopping to think about what I post or share online
- ✓ using spaces or sites that are right for my age
- ✓ not deliberately searching for something rude or violent
- ✓ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- ✓ being careful with the equipment I use.

This document is to be used in conjunction with Chilwell Primary School's other policies and documents such as:

- Student Engagement & Well Being Policy
- Cybersmart Policy
- Privacy Policy
- You Can Do It! Framework
- eSmart framework
- Allannah & Madeline Foundation supporting material used within the school
- DEECD guidelines
- ICT Offences and Consequences (Developed by ICT committee)

Part C: Student declaration

(This section is to be returned to your classroom teacher)

For example:

When I use digital technologies I:

- **communicate** politely and respectfully.

This means that I will:

- ✓ write respectful things to other people
- ✓ not make someone feel sad
- ✓
- ✓
- ✓

- **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means that I will:

- ✓ not share my photo online
- ✓
- ✓
- ✓
- ✓

- **look after myself and others.**

This means that I will:

- ✓ not share my friends photo online
- ✓ tell my teacher if someone is unkind to me
- ✓
- ✓
- ✓

I understand and will follow the guidelines

outlined. I understand that access to the internet and email facilities is a privilege. Inappropriate use will result in loss of that privilege, just like breaking any other school rule.

I am aware of the consequences of inappropriate behaviour and unacceptable use

Yes / No

I have been given a copy of the Consequences of inappropriate behaviour developed by the ICT committee

Yes / No

If I am unsure about any aspects of ICT, I will ask a teacher first so that I am safe

Yes / No

Student Name: _____

Class: _____

Student signature: _____

Date: _____

Parent or Guardian signature _____

Date : _____

Parent comment: (if needed)
