Acceptable Use of the Internet and Digital Technologies Agreement 2016
Brighton Primary School
1542

At Brighton 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 the safe and responsible behaviour by all members of the school community.

Brighton Primary School's digital technologies vision

A community who uses digital technologies as a tool to be:
- Critical thinkers
- Interactive learners
- Global citizens

At BPS we:
- educate our students to be safe, smart and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and take reasonable steps to protect our students from risks
- provide a filtered internet service and 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
- support parents/guardians to understand safe and responsible use of digital technologies
  [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  [Cybersafety guide - parents](http://www.esafety.gov.au) (www.esafety.gov.au)

Safe, smart and responsible behaviour when using digital technologies

When I use digital technologies and the internet 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 think or feel
- working to stop bullying by not sending, responding to, or engaging in mean or bullying messages or passing them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:
- protect my friends' information in the same way

- protect my passwords and don't share them with anyone except my parents and teacher
- only ever join online spaces with my parent's or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself in the same location.

When I use digital technologies and the internet I **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 online spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- 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 about something that has happened online
- won't deliberately search for something rude, violent or inappropriate
- will turn off or close the screen if I see something I don't like or know is wrong and tell a trusted adult
- understand that teaching and aide staff have the right to look at any application, file or browsing history data on the device at any time
- will not use digital technologies during recess, lunch times or wet/sweat days
- messaging notifications are to be switched off at the gate in the morning and can only be switched back on again once students leave the school grounds
- mobile phones and other devices are to be kept in school bags at all times during school hours and whilst on school grounds.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities.

Signatures (This section to be signed if student is in Foundation – Grade 6)

Student

I will follow these guidelines at school when I use digital technologies and the internet.

Student's Name: _____Grade _____

Student's Signature: _____Date:_____

Parent/Guardian

I have explained to my child and understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established if my child does not behave appropriately. This may result in verbal warnings, access suspended or access revoked.

Parent/Guardian Name _____

Parent/Guardian Signature: _____Date: _____

BYOD iPad Program in Grade 5 & 6

iPad general use

- The use of privately owned iPads while at school will follow the same regulations as applies to all school owned iPads and devices.
- Devices will be transported to school in a zipped up school bag.
- On Monday mornings, when there is assembly, students are to bring their iPads into the classroom so that they can be stored in their locked classroom.
- On Friday mornings, when there is interschool sport, students will bring their iPads into a designated classroom before sport. The classroom will then be locked.
- Devices must be configured so that educational/school apps are on the front screen of the device. The next screen will be blank. Other appropriate apps/games not related to school may be on the 3rd screen in a single folder. These must not be accessed at school at any time.
- Students are responsible for all information and content on their device. The content needs to meet the guidelines as set out in this document.

Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased/downloaded.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide access to some software and applications through eduStar. There is no cost for this access.

School support

Support **will be** provided for:
- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.

Support **will not** be provided for:
- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues.

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it

can be replaced if lost or damaged and student learning is not interrupted. Like all personal items brought to school, the school is not liable if the item is lost or damaged.

User responsibilities

Students are responsible for:

- bringing portable devices fully charged to school every day
- ensuring the device has appropriate virus protection
- carrying their device in an appropriate protective case at all times

iTunes

a) An iTunes account is necessary to download applications (software) to allow the iPad to function and download apps for use at school. We strongly advise this should be in the parent's name. It is not necessary to use credit card details for the creation of an iTunes account.

b) By using the iTunes software (Software) a user agrees to be bound by the terms and conditions of the Software Licence Agreement.

c) By using the iTunes Store website (Site) a user agrees to be bound by the terms and conditions of use (Terms of Use) that apply to the website.

d) Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items. Before deciding to take this course of action, please consider that all apps that are purchased will sync to any device using the same account and vice versa.

e) A user is responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for an activity that occurs under the user's account as a result of failing to keep this information secure and confidential.

f) Additional applications purchased will be the responsibility of the parent/guardian and reflect the behaviours promoted in this document.

g) Parents must be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.

h) Parents will provide the school with the student's Apple account at the commencement of the year to enable apps to be pushed out to devices. This is an email address. This can be determined by going into Settings>iTunes & App Store.

i) Parent controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu>Preferences>Parental>Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

iPad Restrictions

- We strongly suggest that parents look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for "Allow Content". This can be made appropriate for the senior Primary School age group for each different category. The passcode should not be known by your child. Restrictions can be found on the iPad Settings >General>Restrictions (Restrictions for "Apps" will need to be left open.)

13+ and 17+ Software

- There are a number of applications which have a 13+ and 17+ rating on the iTunes store. These applications should not be on the student iPad at any time, unless the school has granted permission.
- Some applications are rated 17+ for the simple reason that they can access the internet. Web browsers such as, Safari and Chrome are prime examples of this. Because of this students will need some 13+ or 17+ apps on their iPad. The apps that we list that are rated as such will not have any inappropriate content on them, they will simply be apps that can access the internet and so must be rated as such by Apple for legal reasons.
- Unfortunately this is unavoidable, but it is also the reason why we ask for the iTunes accounts for each iPad be set up in the parent's name, with their email address as the official contact for the account.

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Signatures (This section also needs to be signed if student is in Grade 5 or 6).

Student

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Student's Name: _____Grade _____

Student's Signature: _____Date:_____

Parent/Guardian

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I understand that there are actions and consequences established if my child does not behave appropriately. This may result in verbal warnings, access suspended or access revoked.

Parent/Guardian Name _____

Parent/Guardian Signature: _____

Date: _____

This policy is to be read in conjunction with the DE&T Acceptable Use Policy http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf and the school's eSmart Policy.

This policy was last ratified by School Council in 2016.

To be reviewed 2019