

Acceptable Use of the Internet and Digital Technologies Agreement 2019 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](#)

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

[Cybersafety guide - parents](#) (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:

- working to stop bullying by not sending, responding to, or engaging in mean or bullying messages or passing them on to others, and telling a trusted adult when I witness this type of behavior
- 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
- 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, others and school equipment** 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
- not altering or changing any device settings, including the use or installation of Virtual Private Network 'VPN' technology, to bypass school networks or 'personal hotspotting' on mobile phones

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 and the Digital Technologies Acceptable Use Agreement.
- 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 contain one placeholder app. 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. We suggest the use of Family Sharing for account set up (see Apple ID section).

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
- Devices must be kept in a protective case at all times

- Cracked screens must be replaced within a reasonable time frame. As screen damage can range from a single small crack to a shattered screen this will be judged on a case-by-case basis. A school owned device will be temporarily made available (for use at school) if a device is determined to have an unsafe screen.

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

Apple ID

An Apple ID is necessary to use an iPad. The school strongly advises parents to set this up using Family Sharing. This involves parents or guardians having a master account and adding individual children to that account. It also allows parents to manage the account and set restrictions.

Easy to follow instructions can be found at : <https://support.apple.com/en-au/HT201084>

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 App 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 but will not contain any inappropriate content.

** See next page for signatures**

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 also needs to be signed if student is in Grade 5 or 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: _____

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 reviewed in February 2018