



Acceptable Use Agreement for Internet and Digital Technologies 2017

Mildura West Primary believes the teaching of digital literacy, cybersafety, digital citizenship and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Student Agreement (To be signed by student and parent)

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- Be a safe user whenever and wherever I use that technology
- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.
- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- Remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- Talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the Internet
 - I come across sites which are not suitable
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school are being threatened
- Not bring or download unauthorised programs or files
- Not go looking for rude or offensive sites

When at school I also agree to:

- Behave in a way outlined in the school's 'Student Engagement Policy' when online or using mobile technology.
- Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).

When I use ICT devices at school I agree to:

- Use it as requested for learning purposes as directed by my teacher
- Be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using any device with a camera I will:

- Only take photos and record sound or video when it is part of a class or lesson
- Seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- Seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in how I talk to and work with others online and never write or participate in online bullying
- Seek teacher permission before uploading any content to websites, blog etc

Handling:

- always 'walk' when carrying ICT devices
- never use ICT devices while walking around
- never leaving ICT devices 'outside' my classroom for any reason
- never leaving ICT devices unattended on the ground, floor, chair or any other unsafe place
- always making sure that devices are in a safe position on my desk (not near the edge)
- never putting things on top of ICT devices
- never consuming or having food or drink near ICT devices
- At breaks times leave my device in a secure location (classroom)

This Acceptable Use Agreement also applies to students during school excursions, camps and extra-curricula activities. The agreement should be read in conjunction with the document "School support for the safe and responsible use of digital technologies" which is located on Compass You can access Compass here: <https://mildurawestps.vic.jdlf.com.au>

This document offers more detailed information and advice for parents.

I acknowledge and agree to follow these rules. I understand that my access to the hardware, Internet and mobile technology at school will be renegotiated if I do not act responsibly.

----- >8---- Please return the signed form below ---- 8< -----

Mildura West Primary School - 2017 Acceptable Use Policy

Student Name: _____ Grade _____

Student Signature: _____ Date: ____/____/____

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the agreement. I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or the 'Children's e-Safety Commissioner' on 1800 880 176.

Parent/Guardian Signature: _____

Date: ____/____/____



School support for the safe and responsible use of digital technologies

Mildura West Primary uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

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.

Your child has been asked to agree to use the Internet and digital technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Mildura West Primary we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the Internet
- Provide a filtered Internet service
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Have a cybersafety program at the school which is reinforced across the school
- Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- Provide support to parents/carers to understand this agreement (e.g. language support)
- Provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home
- Work with students to outline and reinforce the expected behaviours when working online

Family Information – Advice to support the safe and responsible use of digital technologies at home

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

The term “space” is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The Internet also provides access to websites with information, images videos for students to view. Not all content is presented as a space.

About the agreement:

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

Be a safe, responsible and ethical user whenever and wherever I use it.

The school's Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the internet and digital technologies at school.

Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

Students are advised to report an incident if:

- They feel that the welfare of other students at the school is being threatened
- They come across sites which are not suitable for their school
- Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- They accidentally do something which is against the rules and responsibilities they have agreed to.

Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is “Don't post what you wouldn't want your Grandparent, Principal, or future boss to read.”

Protect my privacy rights and those of other students by not giving out personal details

including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- Don't use their own name, but develop an online name and use avatars
- Don't share personal details, including images of themselves or their friends online
- Password protect any spaces or accounts they have
- Don't allow anyone they don't know to join their chat or collaborative space
- Are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- Understand the terms and conditions of any website or online community that they might join.

Use the Internet at school for educational purposes and use the equipment properly.

It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as 'free' however even just looking at a page on the Internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the Internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the Internet or mobile technologies for their learning.

If your child is spending hours online 'doing their homework,' it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

Use social networking sites for educational purposes and only as directed by teachers.

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

School Networks - Students should not:

- Interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Reveal passwords to anyone except the system administrator or classroom teachers.
- Bring or download programs without permission, including games, to the school or run them on school computers.
- Deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technologies which bypass filters, will have their Internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

When using a digital device as a camera I will:

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Key Discussion Questions for parents to ask

At home we recommend you make some time to find out how your child is using the Internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who is else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn't you tell and why not? Research shows that students are reluctant to *report issues and put at risk their internet/phone access.*

Encourage your child to set their spaces/profiles to 'private' if they use a social networking site like MySpace, Bebo or Facebook (they are then in control of who can contact them and access their information).

Ensure that all Internet activities occur in a shared place– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google, Bing etc

Scenarios for teacher/parent/guardian/student discussion:

What can you do?

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.

If you have any concerns about this agreement or ideas for making the agreement better contact **Luke Jeffers** or **Darrel Branson** at Mildura West Primary School.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

Online Services at Mildura West

What are online services?

Online services are those services that provide virtual spaces and portals through which information can be stored and shared, and transactions between schools and parents and carers can be recorded (such as an excursion consent). Online services are also referred to as Web2 or cloud technologies and are used in schools to deliver learning and teaching and to assist in the administrative and information management activities of schools.

Online services we use:

Compass <https://mildurawestps.vic.jdlf.com.au>

Compass is our assessment and reporting portal for teachers, students and parents.

Parents can:

- View student work and teacher feedback
- Comment on student work
- Submit student absences
- Book interviews

Students can:

- Submit work for assessment
- Comment on assessment tasks
- View notices and timetables

Google Apps for Education <https://www.google.com/edu/>

Google Apps for Education allows us to have our own private school Google platform.

Students use this service for:

- Shared documents including presentations, spreadsheets, word processing and forms.
- Collaboration on classwork
- Distributing classwork
- Google Classroom as a private online space for interacting with teachers and peers.
- Email

We have full control over all student accounts at our mildurawestps.vic.edu.au domain.

Meraki <https://meraki.cisco.com>

Meraki is used to manage our iPad one to one program for:

- Installation of certificates to access the Internet at Mildura West PS
- Deployment of iPad apps through the Mildura West Volume Licensing on the iTunes App store.
- List an inventory of current student apps and the remaining storage available.
- Location based information based on wifi networks.

iTunes Store

We use Apple iTunes for students to gain access to free apps for education and for school purchased apps which we distribute to the students.

** We do not keep health or sensitive information in online services outside of Victoria.

In addition, we have made available further advice for parents on Compass with a document titled: "School support for the safe and responsible use of digital technologies"

You can access Compass here: <https://mildurawestps.vic.jdlf.com.au>