

# Coburg West Primary School

## Acceptable use of Digital Technology Agreement 2020



Cybersafety is an important issue for young people today. By the time they arrive at school many young children are already online using digital technologies. They visit favourite websites, play games and use social media or apps such as ABC Me, Minecraft and Roblox. Many children also access internet enabled TVs and gaming consoles before they start school. At Coburg West PS we promote safe, responsible and ethical use of digital learning technologies. We believe it is a shared responsibility with parents/guardians to encourage families to model safe and responsible practice, discuss values with students and always be aware of what their children are doing on technology. This is consistent with our four new school values: **we are safe, we are respectful, we are learners and we care about each other.**

### Part A. School Profile Statement.

Coburg West 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 by encouraging and monitoring behaviour around technology at home.

At Coburg West Primary School we:

- Support the rights of all members of the community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Bullying and wellbeing policy that states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviours.
- Regularly review and update our Digital Technology Policy.
- 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 concepts such as copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service while acknowledging that full protection from inappropriate content can never be completely guaranteed.
- Respond to issues or incidents that have the potential to impact the wellbeing of our students.
- Acknowledge that some activities are illegal and recognise our formal requirements to report serious incidents to the police.
- Support parents/ guardians to understand the importance of safe and responsible use of digital technologies, including the potential issues that surround their use and the strategies that they can use at home to support their child.
- Provide parents/guardians with a copy of this agreement on our school website.
- Make students aware that using social media websites such as Facebook, Snapchat, Twitter, TikTok and Instagram are not appropriate where the minimum age is under 13 years.
- Make consistently strong connections between use of digital technologies and our four school values.

## **Part B. Safe and responsible behaviour**

### **When I use digital technologies:**

**I communicate responsibly and show my care for others** by thinking and checking that what I write or post is polite, respectful and appropriate.

This means:

- Always respecting others and communicating with them in a supportive manner.
- Never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Not being mean to others online (including leaving someone out to make them feel bad).
- Reporting instances of suspected online bullying involving other members of our community.

**I protect personal information and focus on safety** by being aware that my full name, photo, birthday, home/school address, phone number, passwords and images are personal information and not to be shared online.

This means:

- Protecting my password and not sharing it with others.
- Ensuring that I always log out of accounts when finished using school devices such as laptops, Chromebooks and iPads.
- Protecting my friends' information in the same way (logging out any user's accounts that may still be open when using school devices).
- Only using online sites and services with my parent or teacher's guidance and permission.
- Never answering questions online that ask for my personal information.
- Reporting any experiences I might have where websites ask for personal information.
- Never saving my personal details or login details to school devices.
- Not using my school email or other accounts for any purpose other than school work (such as sending invitations to collaborate in Google apps for education such as Docs, Slides and Forms).

**I look after myself and show care for others** by thinking about what I share online.

This means:

- Never sharing my friends' full names, birthdays, school names, addresses, phone numbers, passwords and images because this is their personal information.
- Never sharing or uploading photos of myself onto websites or platforms.
- Only opening email messages from people I know.
- Talking to a trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online, and understanding that this leaves a 'digital footprint' that may be viewed as a personal reflection of who I am
- Investigating terms and conditions such as age restrictions (as is the case of social media providers such as Facebook, Snapchat & Instagram), parental consent requirements and sharing of personal materials. If my understanding is unclear I will seek further explanation from a trusted adult.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references. I will also enable this by only using inbuilt

image search tools when working with Google Docs, Slides, Sites and Forms (as they only return 'Creative Commons' licensed images).

- Not interfering with network and security settings on school devices (including school proxy settings).
- Not interfering with folders, files and data of other users, or attempting to log into the network with a username or password of staff members or other students.
- Always signing out others' open accounts on school devices when working on school devices.
- Only using Chromebooks or laptops that have been specifically allocated to me.
- Not attempting to use personal, non-school subscriptions and accounts at school.
- Not using VPNs at school (even if they are used at home).
- Not uploading or downloading unauthorised files, including music, films, games, browser extensions or conducting searches using USBs with embedded browsing software.
- Speaking to a trusted adult if I see something that makes me feel upset or if I need help or if someone is unkind to me.
- Speaking to a trusted adult if I know someone else is upset or scared.
- Always stopping to think about what I post or share online and whether or not it is appropriate.
- Only using online services, spaces and sites that are age appropriate and school approved.
- Never deliberately searching for material that is rude, violent or otherwise inappropriate.
- Turning off the screen or using the 'back' button to navigate away if I see something I don't like (and letting a trusted adult know about it).

**I look after our shared school equipment and devices** by always treating these materials in a thoughtful and responsible manner.

This means:

- Always carefully packing away equipment and devices in the expected manner.
- Plugging and unplugging devices safely and carefully (including headphones).
- Ensuring that laptops, Chromebooks and iPads are returned to charging docks and plugged in accordingly at the end of sessions.
- Always walking when carrying school devices from one work location to another.
- In addition to the above, I understand that mobile phones are not to be used at school.
- I understand that all student phones need to be handed in at the front office when I arrive at school, and collected by 3.45 in the afternoon.
- I understand that I am not to use my phone to access shared school web services such as Google Classroom, Prodigy and Manga High.

**When I use my personal mobile phone and devices, I agree to be a safe, responsible and ethical user at all times.** I will do this by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (e.g. harassing phone calls/text messages, supporting others in harmful, in appropriate or hurtful online behaviours by forwarding messages).
- Only making or answering calls or messages outside of school times (except for approved learning purposes) and always handing my phone into the front office for safekeeping.
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting /uploading them to online spaces (such as school blogs or websites)
- I also understand that internet enabled smart watches are not to be used for calls, games or emailing at school.

## Part C: Student declaration

**When I am at school I agree to abide by the rules and behaviours described in this document and listed below. I acknowledge that my teachers are considering my safety and well being at all times.**

I agree:

- To treat all school property with care and respect, i.e. I will work on a suitable surface where the laptop is stable and secure; I will not eat or drink when working on any digital equipment. If I am using an iPad I will make sure it stays in its case.
- Packing away all materials and equipment in the expected manner when I am finished with them.
- To use the keyboard or touch-screen gently and to wait patiently for programs to load or pages to change.
- To only use the internet for teacher directed activities.
- To use any other school digital equipment, e.g. cameras, headphones and robotics hardware with care and respect.
- To leave all electronic toys, games or equipment at home to keep them safe
- That only a teacher can upload/download apps, music or other files to Chromebooks, laptops and iPads.
- That digital media tools, i.e. cameras, microphones and movie making hardware/software should only be used during teacher approved activities.

**When I use digital technologies I will demonstrate all four of our schools values by being safe, being respectful, being focused on learning and by showing care and consideration for others. I will be sure to always:**

- **Communicate** in a positive manner that respects the ideas, opinions and differences of others.
- **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.
- **Look after myself and others** by being responsible and safe when I'm online, reporting incidents of concern to teachers or other trusted adults, and always signing out of accounts when using school devices.

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I have shared this agreement with my parents and I agree to follow the rules and to act safely and responsibly when using digital technologies at school at all times. I accept that there will be consequences if I choose to break the rules or behave irresponsibly. I understand that these consequences may include suspension of access privileges, conferences with teachers, and meetings between myself, school staff, and parents/ carers.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed the above agreement with my child and agree to support him/her and the school to ensure that my child develops safe and responsible habits and attitudes when using digital technologies.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_