Melton West Primary School:
ICT Acceptable Use Agreement for the Internet and Digital Technologies

The second page of this document must be signed for students to use the Internet and Digital Technologies at Melton West Primary School. For the full ICT Acceptable Use Policy, please visit this URL: http://meltonwestps.vic.edu.au/our-school/#policies

At Melton West Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Part A – School support for the safe and responsible use of digital technologies

Melton West Primary School 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.

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 **Melton West Primary School** we:
- have a Student Engagement and Inclusion Policy that outlines our school's values and expected student behaviour, including online behaviours
- have programs in place to educate our students to be safe and responsible users of digital technologies (e.g. eSmart Schools Framework)
- educate our students about digital issues such as online privacy, intellectual property and copyright
- supervise and support students using digital technologies in the classroom
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
    - see: Duty of Care and Supervision
      (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service to block inappropriate content (we acknowledge, however, that full protection from inappropriate content cannot be guaranteed)
- use online sites and digital tools that support students' learning
- address issues or incidents that have the potential to impact on the wellbeing of our students
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- support parents and guardians to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the *Department of Education & Training* and The Children's eSafety Commission:
    - Bullystoppers Parent Interactive Learning Modules
      (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - iParent | Office of the Children's eSafety Commissioner
      (www.esafety.gov.au/education-resources/iparent).

If you have further queries or concerns in regard to this document, the Internet or digital technologies at Melton West Primary School, please do not hesitate to contact the Leader of Digital Pedagogies, **Mr Jayden Spudvilas-Powell**, at the school.

Part B – Student Agreement

When I use digital technology 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 feel
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies 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 or guardians
- only ever join spaces with my parents 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.

When I use digital technologies 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 spaces or sites that are appropriate, 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
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At Melton West Primary School we/I have:
- discussed ways to be a safe, responsible and ethical user of digital technologies
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

Please note that Melton West Primary School does not encourage students to bring mobile phones or handheld devices to school and requires that, if it is necessary to bring them, they are handed to the office staff on arrival at school.

I understand and agree 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 within the school's Student Engagement Policy if I do not behave appropriately.

Student Name _____ Year Level _____

Student Signature _____

Parent/Carer Signature _____ Date _____