

# 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](http://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](http://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](http://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, 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

# Melton West Primary School Digital Backpack

As well as different physical tools that your child needs for their learning at school, there are also digital tools that help them in their learning. Many of these are accessed online and require your permission for us to establish accounts for your child.

To allow us to set up these essential tools for your child, **please sign each of the boxes below**. While every class may not use all tools, signing and returning this form will allow the teacher to select those most appropriate to the task at the time. If you need any further information about the tools listed, please visit our website or speak to your child's teacher.

Child's Name: \_\_\_\_\_

Child's Class: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_



## Grades P-6—1-1 iPad Pilot Program Agreement



At Melton West Primary School, we provide a safe and supportive learning environment for all students to achieve their highest potential as responsible and active digital citizens. We do this through providing authentic learning experiences where students connect and collaborate with local and global communities as they explore their passions, with high expectations of students as individual learners and thinkers.

To support and enhance learning each child will be provided with a school-purchased iPad at no cost to families. As each iPad has been paid for by the school, the iPad will remain on schoolgrounds and cannot be taken home.

If you have any queries about the 1-1 iPad Pilot Program, please feel free to contact the Grade Team Leader or Digital Pedagogies School Leader.

**I give consent for my child, listed above, to participate in the 1-1 iPad Pilot Program and receive their own iPad for purposeful learning tasks at school for the duration of the pilot.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Wushka** is a cloud-based digital reading program, which offers over 1000 levelled books to support students learning to read. **Wushka** can be accessed on any device, making it perfect for school and home reading. The program also provides teachers with real-time data, so intervention can be provided where needed.

The information required to set up a **Wushka** account for students is their full name, year level and class name. Students will also be supplied with a username and password.

**I give consent for my child, listed above, to use *Wushka* for purposeful learning tasks at school and home.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Mathletics** is an online e-learning platform that gives our school access to a worldwide Maths community of over 3 million students. Teachers assign Maths tasks for each student based on the learning taking place in class or individual learning goals. *Mathletics* also offers 'Live Mathletics' where students challenge other students around the world to develop rapid recall of number facts.

The information required to set up a *Mathletics* account for students is their full name, year level and class name. Students will also be supplied with a username and password.

**I give consent for my child, listed above, to use *Mathletics* for purposeful learning activities at school.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ClassDojo** is a communication app for the classroom. It connects teachers, parents and students who use it to share photos of learning and messages during the school day. *ClassDojo* also allows teachers to track students' negative behaviours easily and efficiently. Students are awarded 'bubble points' when they display behaviours that are consistent with the school's values, which parents can view once they are connected to their child's class.

The information required to enroll students in *ClassDojo* is their full name, year level and class name. Parents and guardians will be provided with an invitation to connect to their child's class on *ClassDojo*. Students will also have the option to connect to *ClassDojo* with further permission from their parent or guardian.

**I give consent for my child to be enrolled on *ClassDojo* and have their work samples published.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Google's **G Suite for Education** includes *Gmail*, *Drive*, *Classroom*, *Calendar* and a variety of other digital resources designed for educational purposes. Students can collaborate with others and access their work from any Internet-enabled device at home or school. *G Suite for Education* provides users with closed access to these resources, ensuring that students can only communicate and share documents with teachers and other students within the school.

The information required to set up a *G Suite for Education* account for students is their full name, year level and class name. Students will also be supplied with a username and password.

**I give consent for my child to use *G Suite for Education* for purposeful learning activities at school.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_