

ICT Acceptable Use Policy grade 5/6.

Part A: ICT Acceptable Use Agreement

Melton Primary School uses the Internet and mobile technologies, such as the Apple iPad, as a tool to support the teaching and learning of the core knowledge, understanding, skills and general capabilities set out and described in the Australian Curriculum.

Your child has been asked to agree to the use of the Internet and mobile technologies in a responsible and positive way at our school. Parents and/or guardians should be aware that our school provides a filtered Internet service from an authorised service provider via the Department of Education and Early Childhood Education. However due to the fast growing pace of ICTs and increased internet usage we acknowledge that full protection from inappropriate content can never be guaranteed.

At Melton Primary we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered Internet service but 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.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.



Part B: Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy rights; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher if I personally 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; this is often viewed as a personal reflection of who I am
- investigating the terms and conditions (e.g. age restrictions, parental consent requirements) of websites and online communities and understand that any content I upload or post contributes to my digital footprint.
- confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- not bringing to school or downloading unauthorised programs, including games.

When I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- keeping the device on silent or switching it off and handing it into the school office at the start of each school day
- only using the device during class times for approved learning purposes
- respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent
- obtaining appropriate (written) 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



Part C: Conditions of use for school-owned devices

When I use a school managed or mobile device (iPad, Laptop, etc.) I agree to:

- use the device to support my learning unless otherwise instructed
- only use the device when instructed by my teachers
- inform a teacher or other educational institutional staff member of misconduct with a mobile device or on the internet
- handling the device with great care at all times to avoid damage to any hardware or software
- use the device in accordance with the protocols developed with my teacher and peers
- let security software owned and operated only by Melton Primary School monitor the device for DEECD security and network policy enforcement
- protect the privacy of others and never post or forward private information about another person
- only taking photos, video and sound recording when it is part of an approved lesson and seek permission to do so of others
- never use the tool for bullying

Damage or loss of equipment

All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.

In the case of suspected theft, the family must make a police report and a copy of the report provided to the school.

In the case of loss or accidental damage, a statement should be signed by a parent/guardian and provided to the school.

Students may be required to replace lost or damaged chargers.

If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.

If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Standards for device

The student is responsible for:

Adhering to the school's Acceptable Use Agreement or Student Engagement Policy when using the machine, both at home and school.

Backing up data securely.

Maintaining settings for virus protection, spam and filtering that have been set as a Departmental standard.

Definitions of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

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.

Details

Date: _____

Student name: _____

School name: _____

School contact name _____

School contact no.: _____

Parent/Guardian A: _____

Parent/Guardian A Signature: _____



Ratified at School Council April 2014