

ICT Acceptable Use Policy Foundation to Grade 3/4.

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 by 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: Safe and Responsible behaviours

School support for the safe and responsible use of the Internet and Mobile Technologies

When I use digital technologies I communicate respectfully by thinking and checking what I write or post is polite and respectful.

This means I:

- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don't use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- don't copy someone else's work or ideas from the Internet and present them as my own. (I will include the website link).

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 not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my password and I don't share it with others
- don't join a space online without my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information.

When I use digital technologies I look after myself and others by thinking about what I share online.

This means I:

- never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking 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
- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are right for my age
- don't deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.



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.

Definition 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