

TEMPLESTOWE PARK PRIMARY SCHOOL

ACCEPTABLE USE AGREEMENT

PART A: THE SCHOOL PROFILE

Our 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 and encourage this behaviour at home.

At school 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 and Well Being 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 and intellectual property including 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 these to the police.
- 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.
- require parents/guardians to discuss and sign this agreement to agree to work in conjunction with the school.



PART B: SAFE AND RESPONSIBLE BEHAVIOUR

When I use digital technologies I communicate respectfully by thinking and checking that 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 act responsibly by protecting personal information. I am aware that my full name, photo, birthday, address and phone number is personal information and should not 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 act with integrity and 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
- always ask permission to take someone's photo or video and only use the images for educational purposes
- 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
- 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 search 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.

We have discussed these guidelines and we agree to follow them.

Student Name: _____

Student Signature: _____

Teacher Signature: _____

Parent Signature: _____

Date: _____

