

Digital Technologies Policy

Digital Technologies Acceptable Use Agreement

This agreement is to be completed and returned to Rowville Primary School where it will be kept on file for the duration of each student's enrolment.

Terms of Agreement & Student Declarations:

When I use digital technologies I agree to be safe, responsible and ethical 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; 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 feel personally uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content of what 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). If my understanding is unclear I will seek further explanation from a trusted adult.
- 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, video and site 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.

In addition, when I use my *personal* mobile phone or digital technologies, I agree to be safe, responsible and ethical 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 during class times; only making or answering calls or messages outside of school hours.
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- 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.
- The school is not responsible for the loss of or damage to any digital equipment that students choose to bring to school.

Digital Technologies Policy

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, ipads, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter, KIK, Snapchat)
- 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 can only use the school Digital Technology equipment when my parents and I have signed the agreement and returned it to school.

I understand and agree to comply with the terms of the Digital Technologies Policy and Agreement and expected standards of behaviour set out within these documents. I understand that there are actions and consequences established within the Rowville Primary School Student Engagement Policy if I do not behave appropriately.

Date: / /20__

Student's Name: _____ **Grade** _____

Student's Signature (Yrs 3-6): _____

Parent / Guardian A Signature: _____

Name of Parent / Guardian A: _____

Contact Telephone Number: _____

Parent / Guardian B Signature: _____

Name of Parent / Guardian A: _____

Contact Telephone Number: _____

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>