



# Acceptable Use Agreement for Online Spaces, Internet and Digital Technologies

**Brookside P-9 College** believes in the teaching of eSafety, responsible online behaviour and the ethical use of digital technologies being essential in the lives of students. This is best learnt collaboratively between school and at home. Today's students spend increasing amounts of time accessing digital technologies and online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to be taught appropriate behaviours and expectations when accessing digital technologies and the World Wide Web. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

## School Support for the Safe and Responsible Use of Digital Technologies

**Brookside P-9 College** uses online spaces, 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 digital technologies, the internet and online spaces 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 **Brookside P-9 College** we:

- teach eSafety and the safe, ethical and responsible use of digital technologies and internet access in an ongoing format
- have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies
- support students in developing digital literacy and technological skills
- provide support to parents/carers to understand this agreement and reinforce agreed behaviours

In addition, when using my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by:

- reading, understanding and adhering to the Brookside P-9 College Mobile Phone Policy, which includes keeping my device on silent and locked away during class times, only making or answering calls or messages outside of school grounds, outside of school hours.

## Definition of Digital Technologies

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

- College owned ICT devices (e.g. desktops, tablets, laptops, printers, scanners)
- 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)
- Vods and podcasts
- Video conferences and web conferences

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

## Consequences

In accordance with the 'Acceptable Use Policy', if an incident occurs there are consequences that follow. These consequences will depend on the situation, but will follow the College's Welfare and Wellbeing Policy. These consequences may include (but are not limited to) warnings, detentions, confiscations, suspensions, notification to parent/carer's and police involvement if necessary.

## Evaluation

This policy will be reviewed as part of Brookside P-9 College's three year review cycle or more often if necessary due to changes in regulations or circumstances.

**REVIEW PERIOD** - This policy was last reviewed in October 2019 and is scheduled for review in 2021.

# Student and Parent Agreement for the Safe and Responsible Use of Digital Technologies



## **Rights**

*When I use the internet and digital technologies, I have the right to be safe, included and empowered.*

1. I am a safe, responsible and ethical user at all times.
2. I keep myself and my friends safe by not giving out personal information including full names, telephone numbers, addresses, images and passwords.
3. I use the internet for educational purposes and only go on sites I have been directed to by teachers.

## **Respect**

*When I use the internet and digital technologies, I respect myself, others and my community.*

1. I am respectful in how I talk to and work with others online and never write or participate in online bullying.
2. I use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
3. I do not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.

## **Resilience**

*When I use the internet and digital technologies, I approach life with agility, optimism and confidence.*

1. I think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
2. I seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
3. I only use my iPad and agreed Apps when directed by teachers while at school.

## **Relationships**

*When I use the internet and digital technologies, I am connected to others and my community.*

1. I do not reveal my passwords to anyone except the system administrator, the teacher and my parents.
2. I use social networking sites for educational purposes and only when directed by teachers.
3. I know that the content on the web is someone's property, abide by copyright procedures when using content on websites such as information or pictures.

I will talk to my teacher or another trusted adult if:

- I need help online
- I am not sure what I should be doing on the internet
- I come across sites that are not suitable for our school
- Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information what I know is private
- I feel that the welfare of other students at the school is being threatened by online activities
- I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

This Acceptable Use Agreement also applies during school excursions, camps and extra- curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and technologies at school will be renegotiated if I do not act responsibly.

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and technology access privileges being suspended or revoked.**

**Student Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you have any concerns about this agreement contact Violeta Dellidis or Renee' De Bono on 7379 1555.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline on 13 22 89 or visit <http://www.esafety.gov.au>