



Acceptable User Policy – Early Years

The Acceptable User Policy – Early Years relates to the use of technology by Prep – Year 4 students at Brookside P-9 College and should be read in conjunction with the College's Bullying & Harassment Policy.

Purpose of the Acceptable User Policy

Cybersafety is an important issue for young children. By the time young children arrive at the College, many are already online or using digital technologies. They visit their favourite websites, play games and use social media or applications such as ABCkids or Club Penguin.

College Profile Statement

Brookside P-9 College 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/carers. We request that parents/carers work with us and encourage this behaviour at home.

At Brookside P-9 College we:

- Support the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement and Wellbeing Policy that clearly states our College 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 technology.
- 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.
- Use online sites and digital tools that support students' learning.
- Respond to issues or incidences that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such, we may be required to report this to the police.
- Support parents/carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.
- The following resources provide current information from both the [Department of Education & Training](#) and The Children's eSafety Commission:

- Bullystoppers Parents/carers Interactive Learning Modules
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parents/carersmodules.aspx
- iParents/carers (Office of Children's eSafety Commissioner)
<https://www.esafety.gov.au/education-resources/iparents/carers>

Gaming Consoles and Music Devices

Students must not bring gaming consoles and/or music devices to College without permission from a teacher. Gaming consoles are to be used for educational purposes only and always under the supervision of a teacher.

Mobile Phones

Mobile phones are not permitted to be used by students at Brookside P-9 College in accordance with the Brookside P-9 College student mobile phone policy.

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-curricula activities.

Safe and responsible behaviour

When using digital technologies students should communicate respectfully by:

- always thinking and checking that what they write or post is polite and respectful
- being kind to their friends and classmates and thinking about how the things they do or say online might make them feel (teachers should ask students to reflect on how they would feel)
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting their own work, and if copying something from online, letting their audience know by sharing the website link to acknowledge the creator

When using digital technologies students should protect personal information by being aware that their full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means students should:

- protect their friends' information in the same way
- protect their passwords by not sharing them with anyone except their parents/carers.
- only ever join online communities with their parents/carers' or teacher's guidance and permission
- never answer questions online that ask for personal information
- know not to post three or more pieces of identifiable information about themselves

When using digital technologies students should respect themselves and others by thinking about what they share online. This means students should:

- stop to think about what they post or share online
- use spaces or sites that are appropriate, and if they are not sure they ask a trusted adult for help
- protect their friends' full names, birthdays, college names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if they see something that makes them feel upset or if they need help
- speak to a trusted adult if someone is unkind to them or if they know someone else is upset or scared
- don't deliberately search for anything rude or violent / inappropriate.
- turn off or close the screen if they see something they don't like and tell a trusted adult
- are careful with the equipment they use.

The teacher and student will:

- discuss ways to be a safe, responsible and ethical user of digital technologies
- present ideas around the ways that students can be a smart, safe, responsible and ethical user of digital technologies

For further support with online issues students can call:

- Kids Helpline on 1800 55 1800. Parents/Carers call Parentsline 132289 or visit <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx>

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.

School Council last reviewed this policy in September 2017.

My ideas on safe and responsible behavior

When I use digital technologies, I **communicate respectfully**. This means I:

Write or draw.....

When I use digital technologies, I **protect personal information**. This means I:

Write or draw.....

When I use digital technologies, I **respect myself and others**. This means I:

Write or draw.....

When I use digital technologies, I **protect personal information**. This means I:

Write or draw.....

Acceptable User Agreement Early Years

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 Brookside P – 9 College Student Engagement and Wellbeing Policy if I do not behave appropriately.

Safe, responsible and behaviour

When I use digital technologies, I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (ask students to reflect on how they would feel)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator

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 is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parents/carers
- only ever join spaces with my parents/carers or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- 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 or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school, we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

<i>Date:</i>	
<i>Student Name:</i>	
<i>Name of School Contact:</i>	
<i>Phone Number of School Contact:</i>	
<i>Parents/Carer A Signature:</i>	
<i>Name of Parents/Carer A:</i>	
<i>Parents/Carer B Signature:</i>	
<i>Name of Parents/Carer B:</i>	

***This page is to be detached from the Acceptable User Agreement Policy,
signed by parents/carers then returned to the college.***

***Students may be restricted access to I.C.T. resources
if they do not sign or return this document.***