



## Bell Primary School Digital Technology Acceptable Use Agreement 2020

Bell Primary School is committed to creating a safe and responsible attitude towards digital learning and believe that the home and school environments must work together to ensure this. The school believes it is important that students are able to use many different tools to enhance and promote learning. One of these is Digital Technology, which must be used in a safe, responsible and meaningful way.

21st century students spend increasing amounts of time online, learning and collaborating. We believe the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others.

To enable the achievement of a safe and responsible digital learning environment, all groups involved are expected to act and behave in a manner that protects everyone. To achieve this, Bell Primary School will support the rights of all members of the school community to engage in responsible and safe use of Digital Technology.

The School will promote a safe, inclusive and supportive digital learning environment (including online spaces) by:

- Promoting the responsible and safe use of Digital Technology;
- Ensuring technology is used as a learning tool and supports a learning purpose;
- Teaching students about responsible online behaviour through eSmart and reinforcing this through communications with parents/carers;
- Providing a filtered internet service in accordance with DET requirements, but acknowledge that full protection from inappropriate content can never be guaranteed. These filters are only in place when students are logging onto their device through the school network. Due to this the school will ensure that its duty of care is abided by at all times;
- Providing supervision and direction in online activities and when using digital technologies for learning;
- Supporting students in developing digital literacy skills;
- Providing support to parents/carers through information evenings and annual correspondence of the Acceptable Use Policy (this document) for reference at home;
- Having policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet;
- Reinforcing that cyber safety and responsible behaviours are expected with the use of Digital Technology at school and at home;
- Ensuring ongoing updates and maintenance of Digital Technology resources.

This document contains the expectations for staff, students and parents/carers regarding the use of Digital Technology at school and home. Please read thoroughly, complete the declaration page and return via email to the school. If you have any questions, please contact the school and your message will be forwarded to members of the Digital Technology Team.

### **Staff are expected to ...**

- Ensure technology is used as a learning tool to support, engage and challenge students;
- Ensure that effective research based teaching approaches are used in conjunction with technology and are in alignment with the Victorian Curriculum;
- Ensure that when technology is being used, clear learning outcomes are communicated;
- Monitor the use of technology at school, ensuring students are in view and screens are clearly visible during allocated learning times;
- Communicate with parents/carers when Digital Technology is to be used at home for learning purposes;
- Act upon any breaches of safe and responsible use, recording and acting in line with this user agreement;

- Follow the Child Safe Standards and report any illegal activity to school leadership, DHHS and the police where required
- Communicate any breaches of safe and responsible use of technology with parents/carers.
- Work with parents/carers to help ensure their child follows the student expectations during allocated learning times, to establish a safe and responsible digital culture.

#### **Students are expected to ...**

- Only bring school approved digital devices to school and look after them (e.g. carrying it carefully, keeping it away from liquid, ensuring it is charged, etc.)
- Be safe, responsible and ethical by using their device in a shared space where they can be supervised by a responsible adult;
- Use Digital Technology only for teacher-directed learning activities during allocated learning time;
- Respect and support others when communicating in approved online spaces e.g. Google Classroom;
- Only open/use websites, applications for learning purposes as directed by their teacher during allocated learning times;
- Student email addresses (Bell PS accounts) must only be used for communication and collaboration purposes as part of learning tasks directed by the teacher.
- Talk to a trusted adult if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour;
- Protect privacy rights and those of other students by not giving out personal information;
- Abide by copyright procedures when using content from websites;
- Not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student;
- Not reveal passwords to anyone except the system administrator, parents/carers or the teacher;
- Use email addresses provided by the school when accessing school approved platforms e.g. Google Suite of Applications, ClickView;
- Not let other students use their personal device without parent/carer or teacher permission, and only then in full view of a supervising adult;
- Seek permission from individuals including staff and/or other students before taking photos, recording sound or videoing them and only taking photos and recording sound or video when it is part of a directed learning activity;
- Not download, modify, record, save and/or redistribute content posted by individuals in school approved platforms;
- Not engage in any form of unacceptable behaviour and report any form of unacceptable behaviour;
- Work with my parents/carers and teacher(s) to follow the student expectations during allocated learning times, to establish a safe and responsible digital culture.

#### **Parents/Carers are expected to ...**

- Report to Bell Primary School any concerns regarding their child's use of technology
- Monitor the use of technology at home, ensuring students are in a shared space and screens are clearly visible during allocated learning times;
- Reinforce safe and responsible use of technology by monitoring your child's online activities outside allocated learning times
- Consider necessary internet filters for when their child is logging onto their device through their home network.
- Work with Bell Primary School to ensure their child follows the above student expectations during allocated learning times, to establish a safe and responsible digital culture.

*For further support with online issues, students can call Kids Helpline on 1800 551 800.*

*Parents/Carers can call Parentline on 132 289 or visit-*

Department of Education: <https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentcyber.aspx>

eSafety Commissioner: [www.esafety.gov.au](http://www.esafety.gov.au)



**DIGITAL TECHNOLOGY ACCEPTABLE USE AGREEMENT  
PREP-YEAR 2 STUDENT DECLARATION  
2020**

I have read or discussed the Acceptable Use Policy with my child and we understand what is expected when using technology at Bell Primary School and at home.

We (student and parents/carers) understand that access to the Internet and digital technology will be renegotiated if I (the student) do not act responsibly. This includes the teacher logging any breaches on the ICT/eSafe alert register, prompting follow up actions from a member of the DigiTech team and/or school leadership.

I also understand that, in line with Child Safe Standards, any illegal activity will be reported to the police.

**ADDITIONAL CONSIDERATIONS FOR REMOTE LEARNING**

**As part of remote learning, use of technology will be required. I agree to:**

- Adhere to the school's **Digital Technology Acceptable Use Agreement** and student expectations outlined above, even when learning from home. (Breaches of safe and responsible use will be recorded and acted on in line with **this user agreement**)
- Use my devices in an shared space where I can be supervised by a responsible adult

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ 2020



## DIGITAL TECHNOLOGY ACCEPTABLE USE AGREEMENT YEAR 3-6 STUDENT DECLARATION 2020

I have read and discussed the Acceptable Use Agreement with my parents/carers, discussed it with my teacher and I understand what is expected of me when using technology at Bell Primary School and at home.

We (student and parents/carers) understand that access to the Internet and digital technology will be renegotiated if I (the student) do not act responsibly. This includes the teacher logging any breaches on the ICT/eSafe alert register, prompting follow up actions from a member of the DigiTech team and/or school leadership.

I also understand that, in line with Child Safe Standards, any illegal activity will be reported to the police.

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Class: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ 2020