



ACCEPTABLE USE AGREEMENT FOR THE INTERNET AND TECHNOLOGIES



Lilydale West
Primary School

Dear Parents/Guardians,

To enable your child to have access to digital technology at Lilydale West Primary School, parents and students are to read through this agreement together, then sign and return to school no later than two weeks after it has been issued. Parents of Foundation/Year 1 students are welcome to 'paraphrase' the statements in the students section to assist their children to understand the message.

Lilydale West Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st century students spend increasing amounts of time 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 responsible for their online behaviour, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Part A - School support for the safe and responsible use of digital technologies

Lilydale West Primary School uses 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 the internet and other technologies 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 **Lilydale West Primary School** we are an eSmart School, which is a Government initiative developed through the Allanah & Madeline Foundation, and therefore 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 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 this 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.
- Provide parents/guardians with a copy of this agreement.
- Have a cybersafety program at the school which is reinforced across the school
- Work with students to outline and reinforce the expected behaviours when participating in interactive, communication focused activities such as e-mailing and blogging.
- Ensure that staff members are kept up to date with current information regarding cyber safety protocols and the responsible use of technologies



Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher or an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- 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
- not reveal my password(s) to anyone except teachers
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- if I bring a mobile phone to school it is to be dropped off at the office straight away and collected when leaving school at the end of the day. When transiting to and from school, on the grounds of the school, it is only to be used as a communication tool for contacting parents or carers, and not to be used to take photographs, videos, etc
- if I bring an electronic device to school it must be with permission from parent and teacher and it is my responsibility to take care of the device and use it responsibly

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 mobile technology at school will be renegotiated if I do not act responsibly, and I may receive an additional consequence depending on the circumstances.

Part C - Parent Agreement

My Responsibilities include:

- I will read this Acceptable Use Agreement for the Internet and Technologies carefully and discuss it with my son/daughter so we both have a clear understanding of my child's role in the school's work to maintain a cybersafe environment.
- I will ensure this use agreement is signed by my child and by me, and returned to the school.
- I will encourage my son/daughter to follow the cybersafety rules and instructions.
- I will contact the school if there is any aspect of this use agreement I would like to discuss.
- I will keep this agreement, which will enable me to refer to it if needed.



ACCEPTABLE USE AGREEMENT FOR THE INTERNET AND TECHNOLOGIES 'AGREEMENTS'



SECTION FOR STUDENT TO COMPLETE

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, and potentially additional consequences.

Student Name _____

Year Level _____

Student Signature _____ (write name if don't have a signature)

Date _____

SECTION FOR PARENT/LEGAL GUARDIAN/CAREGIVER TO COMPLETE

I have read this acceptable use agreement for Internet and Technologies and am aware of the schools initiatives to maintain a cybersafe learning environment, including the responsibilities involved.

Parent / Legal Guardian / Caregiver (Please circle which term is applicable)

Name _____

Signature _____

Date _____



Please return the completed agreement to your child's classroom teacher or the school office.

If you have any concerns about this agreement or ideas for making the agreement better, please contact the Principal, Assistant Principal or IT Coordinator.

For further support with online issues, students and parents can visit: www.cybersmart.gov.au