Acceptable Use Agreement for Digital Technologies

Year 5 – Year 12

Part A: School Profile Statement

Boort District School community recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible offline and online behaviours is essential. This is best achieved with a home-school partnership. We expect that all community members work together to encourage this proactive behaviour.

Boort District School uses programs and procedures that support safe and responsible uses of digital technologies. This statement can define our duty of care for students working with digital technologies.

At Boort District School we:

• Explicitly educate our students on how to be safe and responsible users of digital technologies;
• Support 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;
• Have a consistent approach to educating students about potential online issues, such as online privacy and intellectual property;
• Supervise students when using digital technologies for educational purposes;
• Provide a filtered internet service that offers the maximum possible protection 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 our community to understand the importance of safe and responsible use of digital technologies and strategies that can be implemented at home;
• Provide community members with a copy of this agreement.

Part B - Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

· Respecting others and communicating with them in a supportive manner; THINK before you post, being mindful that what you write or participate in online is positive.
· Protecting my privacy; keeping secret my personal details, including my full name, telephone number, address, passwords and images.
· Protecting the privacy of others; seeking their consent before posting or forwarding their personal details or images.
· Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
· Carefully considering the content that 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 and video and cite references.
· Any attempt to bypass or circumvent BDS filters will be deemed as 'irresponsible use of resources' and a breach of the **Acceptable Use Agreement.**
· Any attempt to log on using another students user name or password will be deemed as 'irresponsible use of resources' and a breach of the **Acceptable Use Agreement.**
· Asking staff before downloading programs, including games, music and videos.

BEFORE YOU

THINK

t = is it tRUe?
H = is it HelpfUl?
i = is it inspiRing?
n = is it necessary?
K = is it KinD?

In addition, when I use my personal mobile phone, iPod or other mobile device at school I agree to be a safe, responsible and ethical user at all times, by:

· Respecting others and communicating with them in a supportive manner through phone calls/texts/images. THINK before you post, being mindful that what you write or participate in online is positive.

· Keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes).

· 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.

Part C – Student Commitment

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, laptops, printers, scanners, iPads)
- BYOD devices
- Mobile phones
- Email and instant messaging
- Internet, Intranet and
- 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)
- 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-curricular activities

Advice for Parents

** Please keep this as a resource to use at home**

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about you have long been issues for young people growing up. These are all behaviours which now present online. These are not "Virtual" Issues. They are real and can harm and hurt.

At home we recommend you:
- Make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- Ask them to give you a tour of their "space" if they are using a site which allows them to chat, publish photos, play games etc
- Always get them to set the space to "Private" if they use a social networking site like Myspace, Bebo, Pixo etc – They are then in control of who contacts them and can accesses their information. They can block out anyone at any time.
- Have the computer with Internet access in a shared place in the house – not your child's bedroom
- Negotiate appropriate times for your child's online activities and use of mobile phones.
- Ask questions when your child shows you what they are doing:
  - How does it work and how do you set it up? Can you block out people?
  - Who else is sharing this space or game - did you know them before or "meet" them online? What do you know about them?
  - Why is this so enjoyable – what makes it fun?
  - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - What are you doing to protect yourself or your friends from these potential dangers?
  - When would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:
- They might get the blame for any incident
- They don't think adults "get" their online stuff – it is for students only
- They might put at risk their own access to technology by either:
  - Admitting to a mistake or
  - Highlighting a situation that might lead a parent to ban their access. (Even to protect them)