

# Acceptable Digital Technologies Use Agreement at School: F-6 Safe and Responsible Behaviour 2024

**When I use digital technologies, I communicate respectfully by thinking and checking that what I write or post is polite and respectful. I must also ensure that I only use my own digital device (or a device provided by the school).**

**This means I:**

- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Don't use actions online to be mean to others. (This can include leaving someone out to make them feel bad).
- Don't copy someone else's work or ideas from the Internet and present them as my own (I will include the website link).
- Never touch another student's digital device for any reason.
- Don't send or forward inappropriate material to any member of the school community.

**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 not to be shared online. This means I:**

- Never share my own or my friend's full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- Protect my password and don't share it with others.
- Don't join a space online without my parents or teacher's guidance and permission.
- Never answer questions online that ask for my personal information.

**When I use digital technologies, I look after myself and others by thinking about what I share online.**

**This means I:**

- 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.
- Speak to a trusted adult if I know someone else is upset or scared.
- Stop to think about what I post or share online.
- Use apps, spaces or sites that are right for my age. \*
- Don't deliberately search for something inappropriate.
- Either turn off the screen or use the back button if I see something inappropriate (offensive or violent) and tell a trusted adult.
- Be careful with the equipment I use, e.g. handling, cleaning, charging.
- Never purchase anything online unless a trusted adult assists me.

**When I use digital technologies at school, I ensure that it is used to promote learning. This means I:**

- Only use digital technologies for learning purposes.
- Turn off all notifications so my learning is not interrupted.
- Stay on task using educational apps approved by my teacher/school.
- Report any misuse of digital technologies to my classroom teacher.
- Turn off iMessage or other instant messaging apps (including social media) while at school.
- I will use digital technologies to communicate with others for learning purposes only (i.e. no personal messaging during school times)

## **APPS, SPACES OR SITES THAT ARE RIGHT FOR MY AGE\***

[Common Sense Media](#) is a not for profit organisation that reviews and provides ratings for media and technology with the goal of providing information on their suitability for children. All apps for student use are quality assured using this platform. CNPS encourages all parents to use this site when downloading apps on BYO Devices.

## **CONSEQUENCES OF MISUSE**

### **General Misuse**

In the event of breaches of the agreement the following steps will be implemented:

1. In the first instance, a warning is issued to the student.
2. Any subsequent misuse will mean that the device will be held by a staff member for the remainder of the day.
3. Parents will be notified (BYO parents will be required to collect the device from school).
4. Any further misuse will result in the student being unable to use tablets at school for 1 week (pending severity of incident); parents will be notified (BYO parents will be required to collect from school).

### **VPN - Virtual Private Network**

The device agreement is signed at the start of the year, stipulating that only school based and age appropriate apps (ratings under 12 years old) are to be on student devices used at school.

The use of a Virtual Private Network (VPNs) allows users to surf the net and stream anonymously. VPNs allow users to bypass filters and access inappropriate and illegal content without being detected.

The DET and local technician will conduct random spot checks of devices throughout the school.

If a VPN is found to be on a student's device the following action will be taken:

1. In the first instance, a warning is issued to the student.
2. Any subsequent misuse will mean that the device will be held by a staff member for the remainder of the day.
3. Parents will be notified (BYO parents will be required to collect the device from school).
4. Further checks of the device will be conducted by CNPS staff.
5. Any further misuse will result in the student being unable to use tablets at school for 1 week (pending severity of incident); parents will be notified (BYO parents will be required to collect from school).
6. Following these steps, any student found to have a VPN on their device will be banned from using the school network.

### **Unauthorised Distribution of Material**

In the event of unauthorised material being distributed, each case will be addressed on an individual basis and will have different consequences depending on the severity.

We have a zero-tolerance approach to the distribution of inappropriate or tampered images/videos involving staff or students. Severe cases may result in instant suspension and removal from online learning platforms.

## **EVALUATION**

This policy will be reviewed as part of the school's ongoing policy and process review cycle as well as any information provided by the Department of Education and Training and the eSmart Schools Program. The Acceptable Digital Technologies User Agreement was reviewed by School Council in December 2022.

Please read and sign the following **Acknowledgement of Digital Technology Use Agreement**.



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## STUDENTS

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at school will be renegotiated if I do not act responsibly.

Student Name: ..... Class: .....

Student Signature: ..... Date: .....

### Parent/Guardian Agreement: Please tick EVERY BOX before signing.

I have read, understand and agree to abide by the school’s Acceptable Digital Technologies User Agreement. I agree to the following (please tick each box)

- Agree to my child using the Internet at school for educational purposes only.
- Agree for the school signing my child up to education accounts, websites and apps, e.g. school email, Apple Classroom, Showbie, Google Drive, and other similar age appropriate collaborative spaces.
- Be aware of apps/software/platforms my child is using and use Common Sense Media to check that the content my child is accessing online is age appropriate.
- Refrain from communicating online with students that are not from my family.
- Do not distribute any photography/images filming or recording relating to or from the school.
- If there is a situation which concerns me, I will contact either the school Principal or my child’s classroom teacher as soon as it arises.
- Contact the school if there is anything here that I do not understand.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don’t hesitate to contact Monika Gruss (Principal) or Tim Prendergast (Assistant Principal) or your child’s class teacher on (03) 9354 1660 or via the school email [coburg.north.ps@education.vic.gov.au](mailto:coburg.north.ps@education.vic.gov.au).

Parent Name: ..... Parent Signature: .....

Date: .....