



## Digital Technologies Acceptable Use Agreement

At Port Melbourne Primary School (PMPS) we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of the safe and responsible behaviour by all members of the school community.

At PMPS we:

- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and take reasonable steps to protect our students from risks
- educate our students to be safe, smart and responsible users of digital technologies
- provide a filtered internet service and 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
- support parents/guardians to understand safe and responsible use of digital technologies e.g. Bullystoppers Interactive Learning Modules - parents ([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
- Cybersafety guide - parents ([www.esafety.gov.au](http://www.esafety.gov.au))

### Safe, smart and responsible behaviour when using digital technologies:

When I use digital technologies I **communicate respectfully** by:

- thinking and checking that what I write or post is polite and respectful
- working to stop bullying by not sending, responding to, or engaging in mean or bullying messages or passing them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel.

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:

- Protect my password and don't share it with anyone, except my parents or teacher
- Protect my friends' information in the same way
- Only join an online space with my parents or teacher's guidance and permission
- Know not to post three or more pieces of identifiable information about myself in the same location
- Never answer questions online that ask for my personal information.

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

This means I:

- Do not impersonate others online or use their account.
- 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 about something that has happened online
- Protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- Stop to think about what I post or share online
- Use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for assistance
- Never arrange to meet someone I have met online
- Will turn off the screen or exit the website and tell a trusted adult if I see something I don't like or know is wrong
- Do not deliberately search for something rude, violent or inappropriate

- Do not bring material (eg. via a flashdrive) to school that is not relevant to my learning
- Understand that teaching and aide staff have the right to look at any application, file or browsing history data on the device at any time
- Will not use digital technologies during recess, lunch times or wet/hot days
- Will switch off messaging notifications before entering the school in the morning and only switch it back on again once I leave the school grounds.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, camps and extra-curricular activities.

### **Consequences for misdemeanours and inappropriate use of technology devices**

All students at Port Melbourne Primary School have a right to use the technologies available to them. They also have a responsibility to use it sensibly and maturely. Should students not do this, the following system of consequences will be applied as appropriate.

- *First Offence - Verbal warning to student, name recorded by classroom teacher.*
- *Second Offence – Written warning issued to student to go home to parents (phone call to be made before letter being sent home). Warning letter to be returned to school signed by parent, name recorded again.*
- *Third Offence – short term (two week) suspension from using any Learning Technology facilities unless under direct supervision (e.g. completing an assessment). Letter home to parents, name recorded again.*
- *Fourth Offence – long term (one month) suspension from using any Learning Technology facilities unless under direct supervision, meeting with the parents.*
- *Any subsequent offences would be dealt with under school-wide suspension procedures as outlined in the Student Code of Conduct.*

*\*\* Please note that a deliberate, hurtful or particularly offensive act will result in an immediate progression to a Fourth Offence and appropriate consequences will be put in place.*

All offences and actions taken will be recorded and reported to the Principal or Assistant Principal and the Digital Technologies Coordinator. Students will be made aware of these penalties on a regular basis in each classroom.

### **Student Signature:**

I understand and accept the **safe and responsible behaviours** provided above. I understand that if I break any of these behaviours **I may be denied access to digital technologies and may face other disciplinary consequences.**

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

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

### **Parent / Guardian Signature**

I have explained to my child and understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Acceptable Use Agreement.

I understand that there are actions and consequences established if my child does not behave appropriately. This may result in, but not limited to verbal warnings and/or access suspended.

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

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