

Online Services Acceptable Use Agreement Year Three – Year Six

Cyber safety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or a variety of apps.

School Profile Statement

Eglinton Beach Primary School recognises the need for students to be safe and responsible users of digital technologies. Throughout Kindergarten to Year Six, students will use school iPads allocated to their class; however, the way they use them and what is expected will vary by year level.

We believe that explicitly teaching students about safe and responsible online behaviours is essential, and best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home. At Eglinton Beach Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have *Behaviour Support Guidelines* 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.

Safe and Responsible Online Behaviour

On the final page, please sign to indicate you have discussed these points with your child.

When I use school digital technologies I will:

- Communicate respectfully

This means:

- Avoid sending hurtful messages.
- Treat others with kindness and avoid actions that could make them feel excluded or upset.
- Always do your own work and avoid copying from others.

- Protect personal information

This means:

- Not sharing or entering in my personal information (full name, photo, birthday, address and phone number) online.
- Protecting my password and not sharing it with others.
- Always logging out of online accounts correctly.
- Only sharing passwords with my teacher and parents/guardians.

- Look after myself and others by thinking about what I share online

This means:

- Never sharing my friends' full names, birthdays, school names, addresses and phone numbers as this is their personal information.
- Not taking or uploading photos or videos of other people without their permission.
- Speaking to a trusted adult if I see something that makes me feel upset or if I need help.
- Speaking to a trusted adult if someone is unkind to me.
- Speaking to a trusted adult if I know someone else is upset or scared.
- Stopping to think about what I post or share online, as once it's posted it cannot be taken back.
- Using sites that are right for my age and not deliberately searching for something inappropriate.
- Not deliberately searching for something rude or violent.
- Either turn off the screen or close the page/app if I see something I don't like and telling a trusted adult.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research, I will acknowledge them as the owner.
- I understand the school and the Department of Education can monitor my use of online services.

When I use school digital technologies I will:

- Only use an iPad when I have been asked/instructed to by my teacher.
- Use the iPad I have been assigned to use and not touch anyone else's iPad.
- Close apps/programs when I have finished.
- Only go on apps/programs that I've been instructed to use.
- Not move any apps.
- Not change the background, wallpaper or change any settings.
- Not go into other people's folders or files.
- Not delete anyone else's files/work.
- Immediately report anything I see that is inappropriate.
- Not look up anything inappropriate on the internet.
- Look after the iPads and other digital technology equipment.
- Store the iPad using safely on my desk when it is not in use and return it properly to the trolley when I have finished with it.
- Never run with or eat/drink near the iPads.
- Always follow my class' online safety/iPad safety charter.

I understand that:

- I am responsible for my actions while using online services and will be held responsible for any breaches caused if I allow any other person to use my online account.
- If I misuse any online services I will be held responsible and the Principal may take further action.

Breaches of This Agreement

Breaches of this agreement will be managed by school administration in accordance with the *Behaviour Support Guidelines*.

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I, _____ Parent/Guardian/Carer for _____(Student Name)

have read and agree to the conditions within this *Online Services Acceptable Use Agreement Year Three – Year Six*.

Student Signed _____ Date _____

Parent Signed _____ Date _____