



Acceptable Use Agreement

Dear Year 3-6 Parents,

Albany Rise Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Albany Rise 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 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.

We have students in senior grades who regularly use laptops in class. The following page is the agreement students must understand and sign before they will be allowed to use the laptops. We encourage parents to read through this agreement with their child before it is signed and returned to school.

Safe and Responsible Behaviour –Year 3-6

When I use digital technologies I:

- **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ✓ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
 - ✓ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
 - ✓ not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).
- **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:

- ✓ protecting my friends' information in the same way
 - ✓ protecting my password and not sharing it with others
 - ✓ only joining a space online with my parent or teacher's guidance and permission
 - ✓ never answering questions online that ask for my personal information.
- **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 because this is their personal information
 - ✓ 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
 - ✓ using spaces or sites that are right for my age
 - ✓ not deliberately searching for something rude or violent
 - ✓ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
 - ✓ being careful with the equipment I use.
- **Treat school technology with care and respect**

This means that I will:

- ✓ Tell my teacher if there is something damaged or broken
- ✓ Hold the notebooks with two hands at all times
- ✓ Not change any computer settings such as defaults, preferences or desktop backgrounds
- ✓ Not bring games and programs from home on a USB stick and use them on the school computers unless I have permission from my teacher to do so.

I understand my responsibilities and school expectations when using digital technology.

Name: _____ Sign: _____ Date: _____

Return this
page to school.