Acceptable Use Policy Agreement For Netbooks 2015

Part A– The agreement to be signed by the student and parent.

When I use technology, both at school and at home, I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the schools' Code of Conduct when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not search for rude or offensive sites
- use an 'online name' (or 'handle') and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - o I need help online
  - o I am not sure what I should be doing on the internet
  - o I come across sites which are not suitable
  - o someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - o I feel that the welfare of other students at the school are being threatened

When I use a mobile device at school I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc

When I use the netbook at school I agree to appropriately look after the equipment by:
- always having the lid closed when I am carrying it
- carrying it with two hands at ALL times
- always walking when carrying it
- never using it while walking around
- always storing and using it the right way up
- never leaving it outside my classroom for any reason
- never leaving it unattended on the ground, floor, chair or any other unsafe place
- always making sure that it is in a safe position on my desk (not near the edge)
- always returning it to the trolley for charging and overnight storage
- never putting things on top of it
- not downloading or copying unauthorized programs or files onto it
- never consuming or having food or drink near it when the lid is open
- never forcing the lid open or closed
- immediately reporting any damage to my classroom teacher, ICT coordinator (Mr.Milsom) and ICT technician (Glen) when it occurs or is first noticed

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

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

I understand that my Netbook may be periodically inspected and monitored for appropriate usage. School personnel may request access to browser history and/or caches as well as any or all files belonging to the student resident on the Netbook as well as stored on school servers. I understand that files stored locally on the Netbook or on school servers are not private. I understand if I cause damage to the netbook, I will be responsible for paying the costs required for fixing the netbook.

Student Name:..............................………………

Student Signature:………………………………

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her.
I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature : .... ………………………………

Date: .... ………………………………………………………………….

Please return this form within the next week.

Part B –The schools' support for responsible and ethical use of technology?

Irymple South Primary School uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and Mobile technology responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At **Irymple South Primary School** we:

- have an Internet Code of Conduct across the school. We reinforce the school Code of Behaviour values and behaviours when using technology and the Internet.
- provide a filtered Internet service
- provide supervision and direction in Internet activities and when using mobile technologies for learning
- utilise mobile technologies for educational purpose. e.g. Podcasts, photos from excursions
- work towards setting tasks that ask your child open-ended questions, so they can't copy and paste all answers from the Internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evening and as a document attached to this agreement.

Part C - Advice for Parents

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 yourself 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 who can access their information. They can block out anyone at anytime.
- have the computer with Internet access in a shared place in the house – not your child's bedroom
- negotiate appropriate times for you 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).

Support information for parents around the agreement.

When I use technology, both at school and at home, I have responsibilities and rules to follow.
Irymple South Primary School sees the education of safe and ethical cybercitizens as essential in the lives of its students and as a partnership between home and school.
21st Century students spend increasing amounts of time online learning and socialising.
These online communities need Cybercitizens who "do the right thing" by themselves and others online, particularly when "no one is watching".
Safe and ethical behaviour online is explicitly taught at our school.
It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images, etc

Behave in a way outlined in the schools' Code of Behaviour
The schools' Code of Behaviour is not only the rules of the school, but also the desired behaviours and values your school community believe are important for all of the students at your school.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.
Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in spaces like MySpace, blogs, Club Penguin etc.
We recommend that they:
- don't use their own name, but develop an online name (or 'handle') and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don't allow anyone they don't know to join their chat or collaborative space. Use the block feature.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it). Once it is published they have lost control of it.

Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying, but unacceptable behaviours need to be addressed.

- being online can make students feel that they are anonymous (however online interactions can be traced)
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults
- participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images or content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as "free." Just looking at a page on the internet is a download and is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

Not search for rude or offensive sites.

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's internet access will be reviewed.

Using the Internet / mobile technology at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Remembering the content on the web as someone else's property and asking teacher to help get permission before using information or pictures

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.

By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework, ask open-ended questions. "Tell me about wombats" might encourage him/her to copy and paste facts / images etc about the wombat, but asking the question "What would a day in the life of a wombat be like?" encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don't like online etc…

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online. If you have any concerns about this agreement or internet safety contact your school or call 1800 880 176 or visit http://www.cybersmartkids.com.au/for-parents_tips.htm or email connect.manager@edumail.vic.gov.au

Sample questions for teacher/ parent/ student discussion (depending on age appropriate level and parent discretion):

What can you do?

- You found the car picture you were searching for, but on top of it was a naked lady!

- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.

- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?

- You are sent a message which has been forwarded by someone else. It has embarrassing comments and or images about someone you know.

- A game online will only let you play it if you give your name, address, phone number, DOB etc

*Should you have any queries please contact your
child's classroom teacher.*

Thankyou

Irymple South Primary School Staff