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|  | <p>FRANKSTON PRIMARY SCHOOL</p> <p>ICT - Acceptable Student Use Agreement</p> | <p>Developed 2018</p> |
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Frankston Primary School supports 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 is underpinned by our expectation of safe and responsible behaviour.

At Frankston Primary School we:

- have a Student Engagement and Wellbeing Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies
- 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 establish clear protocols and procedures when working in online spaces
- 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
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child

Student Agreement

When I (the student) use digital technologies and the internet I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my classmates and thinking about how the things I do might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- 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

When I use digital technologies and the internet I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means I:

- protect my passwords and don't share them with anyone except my parents
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information

When I use digital technologies and the internet I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I'm not sure I ask a trusted adult for help
- protect my friends' personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- turn off or close the screen if I see something I don't like and tell an adult
- won't deliberately search for something rude, violent or inappropriate
- am careful with the equipment I use
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- am respectful in the photos I take or video I capture and never use these as a tool for bullying.

When I use digital technologies and the internet I respect the school. This means I:

- do not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- do not bring or download unauthorised programs, including games, to the school or run them on school computers
- hand my device (mobile phone and all devices) into the office before school and ensure that it is silent

Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. laptops, iPads, printers, scanners, digital cameras)
- internet
- cloud services (e.g. Google drives, One Note)
- online digital portfolios (e.g. Seesaw)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs
- forums, discussion boards and groups
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences

This Acceptable Use Agreement also applies during all school excursions, camps, school activities and, extra-curricular activities.

Student Signature

I will use this knowledge at school and wherever I use digital technologies and the internet. I understand that failure to comply with any of these rules may result in loss of my computer / device rights for a period of time.

Student name: _____

Student signature: _____

Parent Signature

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement. I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately, and failure to comply with any of these rules may result in loss of computer / device rights for a period of time.

Parent Name: _____

Parent Signature: _____

Date: _____