



Seville Primary School 3-6 2023

Digital Technologies Acceptable Use Agreement

Being cyber smart is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. We understand the role that digital technologies have on children becoming global citizens and the opportunities it brings to learning.

Our School Commitment

Seville Primary School recognises the need for students to be safe and responsible users of digital technologies. It is important that our students uphold the schools values of **INTEGRITY, COLLABORATION, ACCOUNTABILITY, RESPECT** and **EXCELLENCE** in their online community as well as their school community. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best achieved in partnership with parent/carers. We expect that parents/guardians work with us and encourage this behaviour at home.

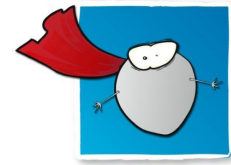
Seville Primary School uses digital technologies, including the Internet and Web 2.0, as teaching and learning tools. We see the Internet and digital technologies as valuable resources in helping to provide a nurturing and challenging environment that promotes an enthusiasm for learning and prepares individuals to become reflective and valued members of society. We also acknowledge these technologies must be used responsibly.

At Seville 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 policies in place that clearly state 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 through our Cybersafety program
- support students in developing their digital literacy skills and encourage the use of digital technologies for learning in the classroom and at home.
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- use mobile technologies for educational purposes including but not limited to cameras, devices, podcasts, video recordings, audio recordings or photos
- 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.
- Provide our teaching professionals with appropriate professional development required to deal with issues or incidents that arise from the use of digital technologies.

Student Digital Technologies Agreement



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 uncomfortable or unsafe online or I see others participating in unsafe, inappropriate or hurtful online behaviour.
- ✓ speaking to a trusted adult if someone is unkind to me or I need help or 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 tell a trusted adult
- ✓ being careful with the equipment I use.
- ✓ make sure I understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint that I am responsible for
- ✓ If I bring a mobile device from home, I will hand it in to the office in the morning for safekeeping until the end of the school day.
- ✓ think critically about how I use content posted on the internet and respect the intellectual property of others
- ✓ not bring or download unauthorised programs, including games, to the school or run them on school computers



2023 Student declaration

When I use digital technologies I:

1. Communicate politely and respectfully.

This means that I will:

- ✓ write nice things to other people
- ✓ not make someone feel sad
- ✓
- ✓
- ✓

2. Protect personal information

This means that I will:

- ✓ not share my photo online
- ✓ not share my full name, address, phone number and/or birthday online
- ✓
- ✓
- ✓

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

This means that I will:

- ✓ not share my friends photo or personal information online
- ✓ tell my teacher or a trusted adult if someone is unkind to me
- ✓
- ✓
- ✓

2023 PARENT/GUARDIAN PERMISSION

This Student Agreement should be read and discussed in conjunction with the Seville Primary School 'Digital Technologies Policy' which can be found at <http://www.sevilleps.vic.edu.au>

I acknowledge that I have read the Seville Primary School Digital Technologies Student Agreement and the relevant policies and have discussed their content with my child. I give permission for my child to use digital technologies and access the Internet at school for educational purposes.

Student Name:..... Signature:.....

Parent/Guardian Name: Signature: