
Digital Technology Acceptable Use Agreement

School Profile Statement

Digital technologies provide students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups around the world. Seaholme Primary School provides access to a range of technologies to enhance teaching and learning opportunities and to enrich the learning environment.

Seaholme Primary School has an important role in ensuring that students know how to use digital technologies appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

At Seaholme Primary School we:

1. 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.
2. Educate our students to be safe and responsible users of digital technologies, which may include cyber safety, bullying sessions initiated by DET or Victoria Police.
3. Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
4. Supervise and support students when using digital technologies within the classroom, and establish clear protocols and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities.
5. Provide a filtered internet service.
6. Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
7. Know that some online activities are illegal and as such we are required to report this to the appropriate authority.
8. 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; including by providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - a) [Bullystoppers Interactive Learning Modules - Parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - b) [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)



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Seaholme Primary School will use digital technologies as an integral component of our learning and teaching programs safely and responsibly and will:

- Improve student learning outcomes by increasing access to world-wide information.
- Develop critical skills while using digital technologies.
- Ensure that use of digital technologies within the school context meets legal requirements and standards of general practice.
- Develop the knowledge, skills and behaviours required to enable students to understand the implications of the use of digital technologies and their social and ethical responsibilities as users of digital technologies.
- Clearly communicate guidelines for the appropriate use of devices to students, staff and parents.

Safe, Responsibility and Behaviour

When I use digital technologies, I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (ask students to reflect on how they would feel.)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, 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 friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parent's or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, 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, and if I am not sure, I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies



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My Ideas on Safe and Responsible Behaviour

When I use digital technologies, I communicate respectfully. This means I:

Write or draw:

When I use digital technologies, I protect personal information. This means I:

Write or draw:



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When I use digital technologies, I respect myself and others. This means I:

Write or draw:

Student Agreement – One-to-One Digital Learning Program

(principal/teacher)

Acknowledges the commitment of

(student)

to being polite, safe, responsible, and ethical user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

We understand that if the device is lost/broken we will be required to make an excess contribution, as per the Digital Learning Policy.

Student signature

Teacher signature

Parent/Carer signature

Date: _____