

AGREEMENT FOR THE USE OF COMPUTERS and DIGITAL IMAGES/EQUIPMENT INCLUDING MOBILE PHONES, IPODS ETC.

Students at Upwey Primary School will have access to the Internet and email for educational purposes. To support students in the use of these programs all students will complete a Cyber safety program and must abide by school rules for the use of ICT.

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information

1. Students **must not knowingly access or try to access any material that is not appropriate** for school use. (Filters are in place that restrict students to Education approved sites where possible. **Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**
2. If students find they are viewing inappropriate material or at any time feel uncomfortable about the material on their screen **they should turn off the screen** (not the computer) and report the incident to their teacher who can investigate the problem.
3. Students **must not use the Internet, Social Media or email to bully, harass or intimidate another person.** Laws exist regarding cyber bullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyber bullying even if it takes place out of school hours on home computers but has an impact on our students.
4. Students **must not use inappropriate language in any communication.** A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.
5. All students are given user names and passwords to access computers and the internet. Students **must keep their passwords private and secure.** If a student becomes aware that **others know their password** or that of someone else they **must notify their teacher immediately.** **Any student who uses another person's password to login to computers will not have access to computers for a set period of time as a consequence.**
6. Any **inappropriate use of computers will lead to the suspension of computer privileges** for a length of time decided by the ICT coordinator or the Principal. **Some online activities are illegal and as such will be reported to police.**
7. Students must take care with all equipment they use. **Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent who will receive an invoice for the repair.**
8. Students **must not bring computer games or other material to school on portable devices (USB)** and load this material onto school computers. Students should seek permission to use personal USB sticks in school computers.
9. Students **must not use school email accounts** to create an account for online activities and social media sites.
10. Student **use of mobile phones and any personal device that has internet access while on school property is forbidden.** The school recognises the need for some students to contact parents before and after school and **provides safe storage for these devices at the office.** We want all students to be safe and secure while at school therefore **to maintain all student's right to privacy and good order in the school** we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices also can distract students from their learning.
These devices MUST be handed to the office upon arrival at school.
11. **This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.**

DIGITAL TECHNOLOGIES AGREEMENT

Students along with their parents must sign this agreement to have access to Digital Technologies at Upwey Primary School.

Student Name

Parent Name

I agree to use computers, cameras etc. in a safe manner and I understand the rules of this agreement. We will follow and support the schools eSmart guidelines at all times.

Student..... Parent.....

VIEWING MEDIA

Students will view media designated suitable for educational purposes and rated G or PG. Please sign the follow permission if you agree to your child viewing such material when supervised by a staff member.

I agree to my student..... watching any media deemed suitable and rated G or PG (with staff supervision) as part of the curriculum at Upwey Primary School.

Name.....Signed.....(parent)

PHOTOS AND VIDEO

Students will have their image captured during the recording of activities at school. These photos or videos may be included in other students work and published within secure school sites or in local newspapers with school permission. Parents and Guardians must give permission for their student to be included in these activities and for the publishing of their child's photo within the school, its secure websites or in school approved newspaper articles.

I give permission for(student) to have their photo taken and published within the school or in a school approved forum.

Signed.....(Parent

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires your consent. Consent can be withdrawn at any time.

Please contact the Principal or the eLearning Coordinator if you have any questions or concerns about this agreement.