

Ashby Primary School

2023 Digital Technologies Acceptable Use Agreement

At Ashby Primary School we support 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 technologies and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community, all of which is underpinned by our BYOD, Cyber Safety, and Acceptable Use of Internet policies.

At Ashby 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;
- have a **BYOD Policy** that outlines expectations for all students to adhere when bringing their own technology in from home to use as part of the learning and teaching programs;
- have a **CyberSafety Policy** that outlines Ashby Primary School's responsibility to all stakeholders to provide digital environments that are safe, collaborative and promote appropriate online use;
- have an **Acceptable Use of Internet Policy** that is clear in outlining the expectations for all members of the Ashby Primary School community in how they use and engage with online settings and spaces;
- educate our students to be safe and responsible users of digital technologies. *This is evident via* Ashby Primary School's accreditation as an eSmart School;
- utilize third party software to monitor safe and appropriate usage that gives the school access to the settings of student devices however not the content;
- raise 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 including reviewing and considering the safety and appropriateness of online tools and communities;
- 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, staff and wider community including those reported through online services;
- know that some online activities are illegal and as such we are required to report this to the appropriate authority;
- support parents/caregivers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - [Cybersafety guide - parents \(www.cybersmart.gov.au/Parents.aspx\)](http://www.cybersmart.gov.au/Parents.aspx)

Safe and Responsible Behaviour

When I 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 friends and classmates and thinking about how the things I do or say online might make them think or feel;
- working to stop bullying. I don't send mean or bullying messages or pass them on to others;
- 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 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 parents 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 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 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;
- do not message anyone using any form of messaging platform during school time;
- am careful with the equipment I use.

At school we/I have:

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

I will use this knowledge at school and everywhere I use digital technologies and the Internet.

1:1 BYOD iPad Program (years 3-6 only)

Ownership

- The device is owned by the parents/caregivers/students however is made available for use as part of the Ashby Primary School learning and teaching programs.
- Parents/caregivers/students should be aware that files stored on the device are private but may be publicly accessed as part of the Ashby Primary School learning and teaching programs.

Software and Access

- Ashby Primary School will provide information about applications required for installation on personal devices and will advise when new applications need to be purchased and or added. Appropriate and timely notification will be given.
- Parents/students are responsible for purchasing and installing new applications on devices. Parents are advised to set up either a separate family account (not use their own accounts) to manage purchases and downloads for their child's device.

School support

Support will be provided for:

- connecting the device to the school network, wireless infrastructure and other digital technologies associated with Ashby Primary School's learning and teaching programs.
- set up and management of school, student email accounts via the use of the G-Suite (<https://edu.google.com/products/productivity-tools/>) for Education platform.
- Device technical support, where, that support is available.

Support will not be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software and hardware issues where it is deemed the device is faulty and or damaged by the school specialist technician.
-

Damage or loss of equipment – as stated in the Ashby Primary School BYOD Policy

- Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student.
 - However, for student devices, which are damaged, and or lost/stolen and where it is deemed to be not at fault of the student, mediation will occur between the school and family to resolve the issue as best can be done.

Student User Responsibilities

- bringing their devices fully-charged to school every day
- transporting their device to and from school in a safe and responsible manner

- carrying their device in an appropriate protective case at all times (recommended)
- adhering to this Acceptable Use Agreement when using the device, both at home and at school, including if and or when devices are utilized at breaks or when not in the classroom.

Consequences of Acceptable Use Agreement Breaches

Students found to breach items stated in this document, and or listed in Ashby Primary School's BYOD, Acceptable Use of Internet and the Cyber Safety Policies, will be subject to the following actions:

- Actions as outlined in the school's Code of Conduct,
- Participation in one or more of the Ashby Primary School's Cyber Safety re-education courses,
- Parental contact made,
- Serious or repeated offences may result in the use of technology for learning being restricted.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	JAN 2024
Approved by	Principal
Next scheduled review date	JAN 2024



Help for non-English speakers

If you need help to understand the information in this policy please contact Ashby Primary School office.