

Acceptable Use and Cyber Safety Agreement

St Mary's School Robinvale (St Mary's) 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 online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. The school is committed to the pursuit of excellence in learning and teaching, integrating technology as an effective tool to achieve this goal.

The School:

- provides all students with digital technology for educational use
- educates students to be safe and responsible users of digital technologies
- raises students' awareness of issues such as online privacy, intellectual property and copyright
- supervises 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
- provides a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- implements the procedures in St Mary's Behaviour Management Policy when students are not following school expectations in safe and responsible use of the internet and digital technology
- identifies that some online activities are illegal and as such the school is required to report this to the appropriate authority
- supports 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; providing this Acceptable Use and Cyber Safety Agreement and current information through newsletters and information sessions.

Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the conditions below together. To have access to the school's digital resources, students must agree to abide by the school's Acceptable Use and Cyber Safety Agreement.

The following agreement covers the student's use of technology equipment (such as computers, hand held devices, cameras, printers, and digital platforms (such as internet, networks and email, social media, apps and software).

STUDENTS

General

- I will respect and take care of the computer equipment at all times, this means that I will not have food or drink whilst using them.
- I will only use school's digital technology facilities under the supervision of school staff.
- I will only print material for educational purposes with the permission of staff.
- It is preferred that mobile phones and personal electronic device should not be brought to school. I understand that if I bring a phone or device must hand it over to the office who will put in a locked cupboard and it will not be returned until the end of the day. If I am using the phone or device in the school environment it will be confiscated, kept at the office and my parents may be required to collect it.

Network

- I will only use software purchased or approved by the school, and installed by the school.
- I will not under any circumstances access or delete personal files belonging to others, software or areas of the network which are not designated for my use.
- I will only use a USB drive when directed by my teacher. I will always keep this in a secure location until needed.
- Content on a USB will only hold documents that are related to schoolwork that I have completed.
- I will use file names that reflect the content of the file and always save appropriately.

Internet

- I will only access the Internet during class time. Students cannot access the Internet before or after school or during recesses unless otherwise directed and supervised by a staff member.
- I will only access sites as directed by my teacher.
- I will keep my logins and passwords private and not seek the passwords of others.
- I will use the School digital technology facilities, specifically the Internet, for educational, communication and research purposes only.
- I will respect the privacy and ownership of others' work and materials from web sites at all times.
- I will not provide my personal details or any other student's personal details on the Internet, under any circumstances.
- I understand that the school has access to all logs of student use.
- I will not make deliberate attempts to look for and use material that is non-educational, illegal or which would be thought of as offensive.
- If I should unknowingly navigate to a web site that contains material that may be considered offensive, I will turn off the screen immediately and notify the teacher. The IT administrator will then block this site. Our school network is filtered so offensive material cannot be accessed.
- I will only use the school e-mail for educational purposes and not for personal use.
- I understand that if I have broken these rules, appropriate action will be taken. This may include losing access to the technology facilities and Internet and my parents may be notified. I will then need to renegotiate how I use technology at school.
- As a responsible user of the technology facilities at the School, I will follow the rules set by the teacher based on the Digital Technology Policy.
- I understand that if I have broken these rules, appropriate action will be taken.

- If the misuse of technology is a serious issue, it may lead to suspension from school. Police may need to be informed if the violation may have broken any law.

At St Mary's we monitor technology using a levelled approach-

Level One: Prevention - Expectations about Acceptable Use of Technologies are made clear at the start of the school year and revised regularly. They are explicitly aligned with the three school rules ('Be Respectful, Be Safe, Be a Learner.') Children must return the signed agreement before they are allowed to access any form of digital technology at school.

Level Two: Monitoring - All digital devices are 'spot-checked' regularly (including photographs, browsing history and downloads). Shared devices are specifically allocated so that teachers are always able to identify who was using a device at a particular time. We use tools to assist us by filtering content and providing internet use reports. Classroom rules that support visible practices are in place and clearly displayed in every learning space. Parents are regularly encouraged to closely monitor their children's online activities.

Level Three: Addressing breaches - Breaches of the Acceptable Use Agreement (whether they occur on or offsite; within or outside of school hours) are taken very seriously and always involve the school leadership and the student's parent/s. If necessary, school technicians are called upon to support any investigation.

Level Four: Critical Incidents - Should the breach be considered a crime; the police will be contacted immediately. If there is a suspected child protection issue; child protection will be contacted immediately.

Student's Name: _____

Signature: _____ **Class:** _____

Date: _____

PARENTS

- I have discussed this agreement with my child
- I will monitor my child's technology use at home
- When engaging with the School using digital technology, I will not send any inappropriate texts or images
- I have read the School's Digital Technologies Policy (available on website) and have also discussed the policy with my child
- I will not engage in unauthorised sites that appear to have the School name or post confidential or embarrassing information or images about a member of the school community
- I understand that I must not take and/or post photos of a school event that have children for whom I am not a parent or guardian without permission from the child/children's parent.
- I understand that if I do not adhere to the school policy it may lead to suspension or termination of my access to the school's technology facilities and internet. Police will be informed if the violation may have broken any law.

I declare that my child and I have read, discussed and understood this Acceptable User Agreement and hereby give permission for him/her to use the School's technology facilities and Internet. I accept the terms of this agreement.

Parent/Guardian's name: _____

Signature: _____ **Date:** _____