

Upper Plenty Primary School

Acceptable Use Agreement for Internet and Digital Technologies and Photographing of Students 2014



Upper Plenty Primary School believes teaching cybersafe and responsible online behaviour is essential in the lives of students. The school also believes that it is best taught in partnership between home and school.

21st century students spend increasing amounts of time online learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

School Support for the Safe and Responsible Online Behaviour

Upper Plenty Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

The Acceptable Use Agreement for both students and parents is attached to this letter. Both the **parent and student agreements must be signed for each school year** to comply with DEECD guidelines or the school receives written notice from a parent requesting the agreement be revised.

Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Upper Plenty Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent reference at home.
- work with students to outline and reinforce expected online behaviours.

If you have any concerns about the Acceptable Use Agreements or ideas for making them better, please contact Kim or Carolyn.

Sincerely,

Carolyn Crowther & Kim Laffan

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Upper Plenty Primary School

Acceptable Use Agreement for

Internet and Digital Technologies



When I, _____, use the School computers, portable devices and Internet, I have responsibilities and rules to follow.

I agree to:

General Use of ICT

- Ask before using any technology equipment in the classroom.
- Use all equipment properly
- Let other people use equipment properly
- Only go to my own folders of work unless a teacher tells me something different.
- Never delete any folders or files, even my own.
- Only use music in the School's music folder when needed. I will not bring or download music onto the school computers or portable devices
- Not bring or download any programs onto the school computers, or portable devices.

Use of the Internet

- Only use my first name and never tell anyone my last name, address, phone number or birthday or photographs
- Keep my password a secret and not ask anyone to tell me their password.
- Only use my own usernames and passwords.
- Be respectful in how I talk to and work with others online.
- Not go looking for rude or offensive sites.
- Use the Internet at school to help me to learn.
- Use social networking sites (class blogs etc) for my learning and only when told by teachers.
- Ask before I take a photo or film someone and only when it is part of a lesson.
- Talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the Internet
 - I come across sites which are not suitable for our school
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities

I agree to follow these rules. I understand that I may not be able to use the computers or access the Internet at school if I break these rules.

Student Name: _____

Student Signature: _____ Date: _____

Student Name: _____

Student Signature: _____ Date: _____

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Upper Plenty Primary School
Acceptable Use Agreement for
Internet and Digital Technologies



When I, _____, use the School computers, portable devices and Internet, I have responsibilities and rules to follow.

I agree to:

- Ask permission before using any technology equipment in the classroom.
- Use all equipment properly and not interfere with the work of another student.
- Access only my own folders of work unless otherwise directed by the teacher.
- Check with a teacher before deleting any files or folders, even my own.
- Access music through the School's music folder when needed. I will not bring or download music onto the school computers or portable devices.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers or portable devices.

Use of the Internet

- Keep myself and my friends safe online by not giving out personal details including full names, telephone numbers, addresses or photographs.
- Keep my password secret and not ask anyone to tell me their password.
- Only use my own usernames and passwords.
- Be respectful in how I talk to and work with others online.
- Not go looking for rude or offensive sites.
- Use the Internet at school to help me to learn.
- Only use the Internet for 'fun' or free time sites with teacher permission.
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post leaves my digital footprint.
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Use social networking sites (class blogs, Skooville etc) for educational purposes and only as directed by teachers.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers) and only when it is part of a lesson. The footage will only be used for lesson purposes and will not be uploaded anywhere without written permission from the subject.
- Talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the Internet
 - I come across sites which are not suitable for our school
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to use the computers or access the Internet at school if I do not act responsibly.

Student Name: _____ Student Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Parent Agreement 2014

Upper Plenty Primary School

Parent Acceptable Use Agreement for



Internet and Digital Technologies & Photographing of Students

While engaging in the many wonderful educational experiences provided at Upper Plenty Primary School photographs and video footage will be taken and used for language and literacy work within the classrooms and the yearbooks.

Increasingly, we have the opportunity for students to showcase the exciting things they are doing and achievements being made in newspapers, our school newsletter, school website and class blogs. This provides a wider audience for our children to celebrate their success and share their educational journey. Before their photo/names can be used for these purposes we do need to have your consent. Please sign the form below indicating whether you give permission for your child to be included in photos and video footage published in the **school newsletter, newspapers, class blogs, school website, collaborative projects with other schools.**

In addition to the agreement, I give permission for my child/children to:

Have named work samples posted online in class blogs

Appear in photos in newsletters (with no surnames attached)

Appear in newspapers (with surnames)

Post comments on Upper Plenty P.S class blogs and partner class blogs (first name only)

Have photos and video footage displayed on class blog and partner class blogs (without names)

Participate in collaborative projects with other schools, nationally and internationally

Use an email account set up by the school, such as an ePal account (Upper Grades)

Watch P.G rated movies with teacher supervision that link to the curriculum

DEECD guidelines now require us to get permission for each school year.

I have read and discussed Upper Plenty Primary School's Acceptable Use Agreement carefully with my child/children.

Parent/Carers Name: _____

Name/s of child/children: _____

2014 Grade: _____

2014 Grade: _____

2014 Grade: _____

2014 Grade: _____

Parent/Carer Signature: _____

Date: _____