



Box Hill North Technology and Services Acceptable Use Agreement

For Students in Years 3-6

This agreement lays out the expectations that we instil and hope to embed by the end of year 6. Students, particularly those in year 3, will find some of these things hard to understand without talking it through with a parent or guardian. Although the teachers will speak to your child about these boundaries/guidelines, we ask that you read this agreement carefully and discuss each expectation carefully with them. Please do not hesitate to see your teacher to discuss further if required.

Box Hill North Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Box Hill North Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour;
- educate our students to be safe and responsible users of digital technologies;
- raise our students' awareness of issues such as online privacy and intellectual property including copyright;
- supervise students when using digital technologies for educational purposes;
- 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;
- know that some online activities are illegal and as such we are required to report this to the Police;
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child;
- provide parents/guardians with a copy of this agreement.

Student Expectations

Using devices:

- I will only use devices that I am permitted to use by a teacher, parent or guardian;
- I will always ask permission to use another individual's device from the owner of the technology (ie. their parents or the school);
- I will always follow the instructions given to me by my parents, guardians or my teachers.

Supervision:

- I will only use technology and services at school when a teacher is supervising me in the same room;
- I will only use technology and services at home when a parent, guardian or trusted adult is supervising me in the same room;
- I know I must use technology in a public space like a kitchen or lounge room - not a bedroom or study area by myself.

Personal Information:

- I know that personal information is anything that could be used to identify me. It includes:
 - Full name;
 - Birthday;
 - School Name or postal address;
 - Home postal address;
 - Email addresses (personal or school supplied);
 - Phone numbers (home or mobile);
 - Photos or videos of myself or other people I know;
 - Credit Card information of my parents/guardians;
 - Sharing my location or position of others on websites or social media tools.
- I will only share this information with the explicit permission of the school, my parents or guardians.

I know this information should NEVER be published on a public space with the exception of:

- school website;
- school bulletin;
- school notes;
- notices/flyers;
- school blogs.

Communicating with people online:

- I am only to use communication tools or online services (eg. eduPLEX) managed, set up or supervised by my parents/guardians or the school;

- I can only communicate with people I know from a face-to-face conversation in real life;
- I will not send personal information to people online;
- I will only make friends with people online who I know from a face-to-face conversation (preferably who reside within the school community);
- I will think carefully about making friends and removing friends online as it can hurt or affect other people's feelings;
- I will send messages or make comments that are always:
 - Happy: The messages are happy and positive;
 - Helpful: The messages sent are helpful to the individual they are sent to.
- I know it is wrong and I won't send mean, bullying or inappropriate messages or materials to other users online.

My public Profile, Usernames and avatars:

- I must NOT share any personal information on my online profiles (public or private);
- I will use safe usernames, where possible, and not use my real name;
- I know profile pictures should not be of me or my friends.

Credentials and passwords:

- I know it is my responsibility to protect my online identity;
- I must never share my username and password with anyone other than my parent, guardian or teacher for safe keeping;
- I MUST notify a parent, guardian or teacher if I lose a password or believe someone else knows it;
- I cannot use anyone else's logon and password to use technology.

Sharing, sending and uploading information:

- I should only be sharing anonymous (not including personal information) or non-identifying information, products or media where possible;
- I MUST seek permission from a parent, guardian or teacher in order to upload, share or post information;
- When I share information, links or media, I know it MUST be safe and appropriate to be viewed by students in primary school (under 13) at all times.

Saving and storing information:

- I am expected to store information carefully, thinking about how to make sure it is safe and protected at all times;
- I should save information on my computer hard drive, personal server drive or a USB drive;
- I may also publish information I wish to share with community members, for assessment or for other reasons on shared server drives or on secure online spaces with permission;
- I can NEVER post, share or save information on a public website, such as YouTube without written permission from my parent or guardian.

Downloading and Installing items:

- I must only download and install programs or applications with the explicit permission of the owner of the device they are using;
- I know that my parent or the school is the actual owner of the technology I use (like an iPod, Phone, etc.) and they let me know what I can and cannot do with it.
- I cannot use and operate programs that are stored on a USB or external hard drive unless I have teacher, parent or guardian permission.

Taking Videos and Photos:

- I must get permission to take photos of my friends and family;
- I know I cannot share these photos publicly without the explicit written permission of the individuals in the photo with the exception of the photos or videos being published in:
 - school website;
 - school bulletin;
 - school notes;
 - notices/flyers;
 - school blogs.

Creating or making digital products:

- I am permitted to make and create any digital products for any of the following purposes:
 - educational purposes: as directed by my teachers;
 - personal use: use for my own interest areas.
- I won't make anything rude, mean or inappropriate for anyone under the age of 13 with digital technologies.

Asking for Assistance and Reporting Incidents:

- I will need to ask for assistance from parents, guardians or teachers when any issues arise using technology;
- If I find rude or mean messages or come in contact with a website, video or game that makes me feel upset I need to let a parent, guardian or teacher know as soon as possible;
- I must report cybersafety incidents as soon as possible to ensure that I can be protected and the issue resolved;
- I can also report the issues directly to the school using the online cybersafety reporting tool.

Backing up of Data:

- I know the school, my parents or guardians are not responsible for backing up or storing copies of my information, files or media;
- When I participate in the 1-to-1 Program, I know my computer may be reimaged to rectify issues or problems;
- I know I can backup to a separate USB stick, USB hard drive or the school server drive.

Caring for technology and services:

- I need to care for technology that I am the “Authorised User” of;
- I need to store technology safely in bags or pouches when not being used;
- I need to hide devices from view of windows;
- I need to, where possible, keep devices packed inside a closed school bag when I am not using it.

Copyright Materials:

- I must not knowingly download, share, copy or attempt to pass off Copyrighted material (things that other people have made, published or sold) as my own or without permission from the copyright owner;
- If I use copyrighted material, I will mention its owner with: a Full Name, publication date and website URL where possible.

Using Websites, Games, Programs or Apps:

- I must always get permission for using applications and websites on devices from the owners;
- I MUST only access and use programs, websites and tools that are age appropriate and I have been given permission to use by a parent, guardian or teacher;
- I will not go looking for rude or offensive materials that are inappropriate for students in primary school.

Reporting Technical Faults:

- I must report any faults, problems or issues with computers or technology I have to my teacher, parent or guardian.

Consequences:

- I know that if I do not follow these expectations there will be consequences I will have to accept.
- These consequences can be:
 - A verbal warning and an explanation about what I was doing incorrectly;
 - A formal letter sent home about the issue or behaviour that was wrong and I may not be able to use technology or services owned or operated by the school for a period of time;
 - Serious misuse could mean I cannot use technology or services for a longer time and I have a meeting with the principal and my parents;
 - For a very serious issue or problem I may permanently lose access to technology services run by the school.
 - I know the Victorian Police may investigate if I do something very inappropriate.

Box Hill North Technology and Services Acceptable Use Agreement Acceptance

For Students in Years 3-6

Once you have read and understood the Technology and Services Acceptable Use Agreement, please fill in this sheet and return it to your classroom teacher as soon as possible to enable your child access to school technology and services.

Student Name	Student Class	Student Year

Date:

Student Signature:

I, _____, have read through the Technology and Services Acceptable Use Agreement with my parent or guardian and agree to follow all of the expectations the best I can.

Parent/Guardian Signature:

I, _____, have read through the Technology and Services Acceptable Use Agreement with my child and agree to support the school in imparting and developing these behaviours.