



# ACCEPTABLE USE of TECHNOLOGY POLICY

## **RATIONALE**

Technology plays a key role in teaching and learning and safe and appropriate practices need to be developed with students to ensure the internet and technology devices are used in the proper manner. Technology is ever changing and students need to develop a smart, safe and responsible attitude that can be utilised with a range of devices, the internet and applied to new technologies.

The internet provides students with unprecedented opportunities to access and publish information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

“providing and supervising the use of technology which allows access to messaging services and to the internet raises an area of considerable risk for schools. Meeting the duty of care owed to students in the context of risks related to use of and supervision of technology at school – or at home where that equipment is provided by the school or used at the direction of the school – will require schools to take positive, reasonable steps to protect the student from the risks. The acceptable use agreement will be an important component of demonstrating that such positive, reasonable steps have been taken.”

## **AIMS**

- To improve student learning outcomes by empowering students to access information.
- To develop a smart, safe and responsible use of the internet and technology devices
- To develop a partnership with parents and carers to foster students' smart, safe and responsible usage of the internet

## **IMPLEMENTATION**

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- Foster Primary School is an eSmart school. The eSmart program aims to develop safe, smart and responsible users of technology
- eSmart is incorporated into curriculum areas, specific lessons, Integrated Studies units and part of the Student Wellbeing and Engagement policy.
- Inappropriate use of the internet and electronic devices will be dealt with according to the Foster Primary School Student Engagement and Wellbeing, Behaviour Policies and Consequences Chart.
- All students and staff at our school have censorship filtered internet and email access. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Access to requested filtered sites is considered after processes and understandings are developed with staff and students
- All students and staff have their own password protected log onto the school Intranet.
- All students and staff have their own password protected login onto Compass.

- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students' email access will be provided through Compass and DET approved providers where monitoring will occur.
- All email accounts are password protected and users are responsible for clearing their mailboxes regularly.
- All students are responsible for notifying their teacher or coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name will be used.
- Signed parent and student consent (see attached) is required to be completed in order to gain or continue access to the internet, or to publish work, photos or videos on the internet.
- In reaching this agreement:
  - The school will:
    - review their expected values and behaviours for the use of digital technologies and articulate these in their Student Engagement/Wellbeing Policy
    - articulate how they will meet their duty of care in the use of digital technologies and add additional measures or details around programs to the agreement. The conditions stated in the agreement are basic requirements (Part A)
    - ensure every student and parent has agreed and signed the agreement (Part B)
    - communicate with and support parents/carers, students and teachers to ensure they fully understand the agreement

Teachers will:

- discuss the agreement with their students and ensure they understand each dot point
- develop a classroom environment that promotes safe and responsible behaviour online

Parents/carers will:

- read and understand what the school will do to support the safe and responsible use of digital technology (Part A)
- read through the agreement and discuss it with their child to ensure they understand each dot point
- consider how they might support safe and responsible behaviour online at home

Students will:

- read through the agreement with their parents/carers and their teacher to ensure they fully understand what they are agreeing to (Part A)
- negotiate appropriately through representative groups or directly with teachers and parents/carers about issues or changes to improve the agreement
- sign and abide by the agreement (Part B)

## **EVALUATION**

- This policy will be reviewed annually.



## FOSTER PRIMARY SCHOOL ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES

Foster PS believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21<sup>st</sup> century students spend increasing amounts of time online, learning, publishing 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.

Some online activities are illegal and as such will be reported to police.

### **Part A - School support for the safe and responsible use of digital technologies**

Foster Primary School uses Compass, 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.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Foster 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
- use emailing services which are monitored or accessible through DET, its approved providers or the classroom teacher
- provide access to the Department of Education and Training's search engine Fuse and ([www.education.vic.gov.au/primary](http://www.education.vic.gov.au/primary)) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety (eSmart) program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support, definitions, )
- work with students to outline and reinforce the expected behaviours on the internet, emailing services and in Compass.

Appendix A: Student Behaviour Form

Appendix B: Google Apps for Education – Privacy Information & Consent Form

May 2017

# Foster Primary School Student Behaviour Form



Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Type of Conduct:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Swearing</li> <li>2. Aggressive/insulting behaviour towards other children</li> <li>3. Aggressive/insulting behaviour towards teachers</li> <li>4. Threatening or intimidating behaviour including put-downs and name calling</li> <li>5. Disobeying a teacher</li> </ol> | <ol style="list-style-type: none"> <li>6. Wilful damage to personal or school property</li> <li>7. Leaving school grounds without permission</li> <li>8. Inappropriate use of technology<br/>Breach of code (as per Acceptable Use Agreement)<br/>CODE NUMBER: <input style="width: 100px; height: 20px;" type="text"/></li> <li>9. Stealing</li> <li>10. Other</li> </ol> |
|---|--|

**Comments on misbehaviour:**

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**Action already taken:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Discussion regarding behaviour</li> <li>• Completed student reflection sheet</li> <li>• Kept in</li> </ul> | <ul style="list-style-type: none"> <li>Given jobs to do around the school</li> <li>Child asked to apologise</li> <li>Other</li> </ul> |
|---|---|

**Form Completed by:**

Teacher: \_\_\_\_\_ Principal: \_\_\_\_\_

DATE: \_\_\_\_\_

Please detach and return this portion to your teacher ASAP

**Student Behaviour Form**                      **Date:.....**

**Form discussed and signed by** \_\_\_\_\_ **&** \_\_\_\_\_  
Parent Name Student Name

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

# STUDENT REFLECTION SHEET



NAME:

GRADE:

DATE:

1. How has your behaviour impacted upon others?

2. What could you have done differently?

3. What are you going to do now?

Student Signature.....

[Type text]

Ratified by School Council May 2017

## GOOGLE APPS FOR EDUCATION PRIVACY INFORMATION AND CONSENT FORM

Foster Primary School uses Google Apps for Education in the classroom. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and videoconferencing facilities from school, and at home.

Google Apps for Education includes the following online services:

Google Apps for Education ('online services')	
1. Classroom	6. Sheets
2. Gmail	7. Slides
3. Drive	8. Sites
4. Calendar	9. Hangouts
5. Docs	10. Groups
Terms and Conditions	
Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:	<a href="http://www.google.com/apps/intl/enin/terms/education_terms.html">http://www.google.com/apps/intl/enin/terms/education_terms.html</a> <a href="https://www.google.com/edu/trust/index.html">https://www.google.com/edu/trust/index.html</a> <a href="https://support.google.com/work/answer/6056650">https://support.google.com/work/answer/6056650</a>

### Consent for Google to access specific personal information of your child

We seek your consent for your child to use the above stated Google Apps for Education online services.

To enable your child to sign on

and access these services, Google require access to your child's

Department of Education & Training username, first and last name, year level and school.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

### Parental access to Personal Information

The Department of Education and Training's ('Department') use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001 (Victoria)*.

You can access personal information held by the Department about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

Google Apps for Education Terms and Conditions provides further information on how Google Apps for Education may use your child's personal information.

### Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the eSafety Commission's website:

<https://esafety.gov.au/esafetyinformation/esafetyissues>

In addition, staff at our school have been advised that the use of Google Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff does not upload your child's personal, sensitive, health or security classified information into Google Apps for Education.

### Student responsibilities when using online services

When using Google Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

[Type text]

Ratified by School Council May 2017

**Acknowledgement and Consent for student use of online services**

By signing and returning this form you acknowledge, consent and confirm that:

- You have received and read this Privacy Information and Consent Form Google Apps for Education.
- You understand how your child’s personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

I have read the information about the online services and hereby consent for my child to access the online services:

**Parent / Guardian Signature** .....

**Parent / Guardian Name** .....

**Date** .....