Digital Technology Acceptable Use Agreement

29th January 2016

Dear Parents/Guardians,

Gembrook Primary School is working towards becoming an eSmart school. An eSmart school has a strong set of values to guide behaviour, and applies these values to the respectful, smart, safe and responsible use of technologies. It is important that we actively encourage the positive use of technologies inside and outside of the school.

Please read the Gembrook Primary School’s Internet Use and Digital Technology Policy and agreement and discuss it with your child. Sign the agreement and return it to your child’s classroom teacher by Monday 15th February, 2016.

Students can only use the digital technology once they have signed and their parent/guardian have also signed the Digital Technology Acceptable Use Agreement.

Kind regards,

Kym Peterson - Principal

Hayley Tregidga & Donovan Bailey - eSmart team
GEMBROOK PRIMARY SCHOOL

Internet Use and Digital Technology Policy

Rationale:
The Internet, computers, and Digital Technology are a valuable educational resource. Students at Gembrook Primary School access the internet for a variety of purposes including communicating via email and searching for information required for their learning.

DEFINITIONS
1. Cyber bullying is the deliberate and repeated use of Digital Technologies for purposes such as posting personal information with the intention to harass, cause discomfort or spread rumours or any other form of bullying.

Aims:
- To ensure our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.
- To create and maintain a cybersafety culture which is in-keeping with the values of the school, and legislative and professional obligations. This use agreement includes the information about the obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

Guidelines:
The purpose of these guidelines is to ensure that students at Gembrook Primary School who use Digital Technology do so in an appropriate manner.

1.1 Students will follow teacher instructions regarding the use of the Internet.
1.2 When using the Internet, students will only access appropriate information which is relevant to their work. They will make no attempt to access inappropriate material.
1.3 Students will only use first names or usernames on the Internet and E-mail communications (They will be taught the importance of not including surnames and addresses or giving out personal details). Students will respect the privacy of school staff and fellow students by not giving out their personal details or any images, or reading their E-mail.
1.4 Students will be responsible in their use of digital technology including email, messaging and internet use.
1.5 Students are required to sign a Digital Technology Acceptable Use Agreement. Students in years Foundation to 2 only access sites that have been chosen by the teacher.
1.6 Digital devices are not to be taken on camps and excursions without Principal approval.
1.7 Digital devices are not to be taken outside at lunch or recess

Implementation:
- The school will use the esmart framework to plan, implement and sustain responsible use of digital technology.
- The school may monitor traffic and material sent and received using the school’s Digital Technology network. The school may use filtering and or monitoring software to restrict access to certain sites and data, including email.
- The digital technology acceptable use for students form will be read and signed annually by all students and parents in order to access the internet and digital devices.

Evaluation:
1. This policy will be reviewed as part of the three year cycle unless otherwise stated.
2. The school has a proactive approach to appropriate Digital Technology usage and data will be analysed to inform the future directions of programs at the school.

Ratified 2015
Digital Technology Acceptable Use for Students

When I use Digital Technology, I have responsibilities and rules to follow.

Using the computer and iPad is a big responsibility and I am going to agree to be a good technology user.

I will be a good technology user by:
- having clean hands when I use a laptop and iPad.
- using gentle hands when I use a laptop or iPad.
- asking for help when I don’t know what to do.
- sharing the laptops and iPads with my classmates.
- not telling anyone my passwords.
- telling the teacher about anything wrong or damaged.

When I use the internet
- I will tell my parents about the things I do on the internet.
- I will only use and stay on the web pages my teacher shows me.
- I won’t tell people on the internet who I am or where I live.
- I will tell my teacher and parents if I see something on the internet that makes me feel uncomfortable.

I can only bring my own digital technology equipment to school when directed by my principal or teacher.

I understand I cannot bring any Digital technology on school camps or activities without permission from the principal.

I agree to follow the above rules and I know that I can only use a laptop or iPad if I am responsible.

Student’s signature: __________________________________________________________

Parent’s signature: __________________________________________________________

Date: _____________________________