



ARARAT PRIMARY SCHOOL

70 – 78 MOORE ST / PO BOX 225 ARARAT VIC 3377

PH: 03 5352 1253

W: www.araratps.vic.edu.au E: ararat.ps@education.vic.gov.au

Acceptable Use Agreement



Help for non-English speakers - If you need help to understand the information in this policy, please contact Administration at Ph. 53 52 12 53

Ararat Primary School Profile Statement

At Ararat Primary School, we support the right of all school community members to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Wellbeing and Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the [Department of Education & Training](#) and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](#)
(<https://www.esafety.gov.au/education-resources/iparent>)



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Safe, Responsible and Behaviour

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number are confidential and not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure, I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At School, we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented ideas around how we can be smart, safe, responsible and ethical users of digital technologies.

I will use this knowledge at School and everywhere I use digital technologies.



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Schools Owned Devices

Ararat Primary School currently provides the use of iPads and laptops notebooks for all students to use at school.

- **Prep – Grade 2:** 1:2 iPads
- **Grade 3 – Grade 4:** 1:1 iPads
- **Grade 5 – Grade 6:** 1:1 iPads

User responsibilities

Students are responsible for:

- carrying the school device in a safe manner with an appropriate protective case at all times adhering to the teacher instructions at all times when using school devices.
- using the school devices correctly and for educational purposes only.
- looking after the school devices to prevent any damage.
- asking for teacher permission before posting any work, comments, photos on the school website and classroom blogs.
- not posting and uploading any images of other students onto social media sites or messenger apps. This includes at home.
- Informing their teacher immediately if an inappropriate site or image appears on their screen.
- their Internet searches are educationally based and related to the topic.
- only accessing their class and personal folders when saving and opening work on the school server
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.

Damage or loss of equipment

Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the supervising teacher. If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements and is damaged intentionally,

The full Digital Technologies (internet, social media and digital devices) Policy is available from the school office on request.



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My ideas on safe and responsible behaviour

When I use digital technologies, I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies, I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies, I **respect myself and others**. This means I:

(write or draw...)



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Student Agreement/License

Student Digital License

(principal or teacher)

acknowledges the commitment of

(student)

**to being a polite, safe, responsible and ethical user of
digital technologies.**

As a student, I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help when unsure or feeling unsafe.

Student's signature

Teacher/Principal's signature

Date



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Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the School's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____ Date: _____

School contact name for support: **Tom Hogan** contact #: **5352 1253**

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____