

Sunbury Macedon Ranges Specialist School

Student Acceptable Use Agreement for Digital technologies and Internet

Sunbury Macedon Ranges Specialist School believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. To benefit from opportunities provided through an online environment and digital technologies, students need to be safe and responsible users. Safe and responsible behaviour is explicitly taught at our school and parents/guardians 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

Sunbury Macedon Ranges Specialist School uses the internet and digital technologies as teaching and learning tools. The internet and digital technologies are integral resources to facilitate student learning and must be used responsibly.

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

At SMRSS 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 behaviours.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy.
- 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.

Part B: Safe and Responsible Behaviour

When I use digital technologies I agree to be safe, responsible and ethical user at all times:

Do the right thing by:

1. Communicate respectfully

This means I:

- use the internet for my learning
- never send mean or bullying messages or pass them on
- will not use actions online to be mean to others
- will not copy someone else's work or ideas from the internet and present them as my own (I will include the website link).

2. Protect personal information:

This means:

- protecting my privacy; not giving out personal details including:
 - my full name
 - photos
 - birthday
 - telephone numbers
 - address
 - not sharing passwords and images
- protecting the privacy of others; never posting or forwarding their personal details; names, birthdays, addresses, phone numbers or images without their consent
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek help from a trusted adult.
- never answer questions online that ask for my personal information
- only join a space online with my parents or teacher's guidance and permission.

3. Looking after myself and others:

This means I:

- only use images, text, audio and video with the support of a staff member use spaces that are right for my age
- turn the screen off or use the back button if I see something I don't like and tell a teacher or adult
- use equipment carefully.

Speak to a trusted adult if:

- someone is unkind to me
- I see something that makes me feel upset or if I need help
- I see others being unsafe, inappropriate or hurtful online
- I know someone else is upset or scared
- stop to think about what I post or share online.

4. Mobile phone, I agree to be a safe and responsible user at all times when using my mobile phone.

This means I respect others by:

- communicating with them in a supportive manner, never verbally or in writing participating in bullying (harassing phone calls/text messages or other hurtful online behaviours by forwarding messages)
- securely storing the phone in a safe location held by a teacher during school hours (except for approved learning purposes)
- only taking photos or recording sound or video at school when I have permission from a teacher
- obtaining written consent from individuals who appear in images or sound, video recordings before forwarding them to other people or posting/uploading them to online spaces.

Part C: Student Commitment (this section to be returned to school)

Sunbury Macedon Ranges Specialist School

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments accessed at school or at home, including (although not limited to):

- School owned digital devices (e.g. desktops, laptops, printers, scanners, ipads)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)\Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Vod and podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

I have read the Acceptable Use Agreement carefully and understand what I have to do to be a safe and responsible user. I understand and agree to comply with the Agreement. I understand that there are actions and consequences if I do not behave appropriately.

Student Name:	
Student Signature:	
Parent/Guardian name: <i>Please print</i>	
Parent/Guardian Signature:	
Date:	Year Level:

If you have any concerns about this agreement or ideas for making the agreement better please contact the Bullengarook Campus- Ph: 54 289222.