



# Grades P - 6

## Acceptable Use Agreement

Copy for home

### Computers, Internet and Hand Held Devices

Mickleham Primary School uses the internet as a teaching and learning tool. We see the internet, computers and mobile technology, as valuable resources, but acknowledge they must be used responsibly.

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

At Mickleham Primary School we:

- Have a cybersafe and responsible use program and reinforce the school code of conduct, values and behaviours when students use technology and the internet
- Provide a filtered internet service
- Provide access to the Department of Education and Early Childhood search engine FUSE ([www.education.vic.gov.au/primary](http://www.education.vic.gov.au/primary)), which can be used to restrict students to websites that have been teacher recommended and reviewed
- Provide supervision and direction in internet activities and when using mobile technologies for learning
- Use mobile technologies for educational purposes. e.g. podcasts, photos from excursions
- Work towards setting tasks that ask students open questions, so they can't copy and paste all answers from the internet
- Provide support to parents through information evenings

### Code of Conduct for the use of the Internet, school computers and Hand Held devices used for learning.

- School computers and the Internet can only be used for schoolwork set out by your teachers. You must have your teacher's permission before using the Internet
- All work is to be in good taste and in no way offensive to another person
- Never give out any personal information such as your name, address or telephone number in emails or on the Web (Internet)
- Get parent and teacher permission before including your photo on work for the web
- Keep your log-in information or password a secret; we do not share this information
- Use the internet properly, not to frighten, annoy or upset other people – cyber bullying is not permitted at this school
- Compose e-mail and chat messages using only language you understand is acceptable at Mickleham Primary School
- If you come across any information or messages that make you feel uncomfortable or are unsuitable turn off the screen and then tell your teachers

- Never go looking for rude or offensive sites
- Never respond to any messages that are unpleasant or that make you feel uncomfortable in any way. It is not your fault if you get a message like that, make sure you tell an adult about the message immediately
- Remember that the information you find on the Internet might not be accurate. Ask your teacher if you are not sure
- Never use material from other web sites unless you have permission from the person who created the material. If you are unsure check with your teacher
- Follow school guidelines and procedures when preparing materials for publication on the web
- Never bring or download any material, programs, plug-ins, including games to the school or run them on school computers including iPads without your teacher's permission
- Students are not permitted to bring mobile phones to school

## Consequences for misuse

Student safety is very important at Mickleham Primary and in order to protect all our students from the potential harm that may be possible through internet use we have consequences for misuse.

We believe it is important for all students to have access to and safely use technologies. Access to telecommunications will enable students to explore thousands of libraries, databases, the Internet and bulletin boards while exchanging messages with people throughout the world.

The School believes that the benefits to students being able to access and retrieve information from these resources and the opportunities this provides for collaboration, exceed the disadvantages. However, access is a privilege and not a right. Access entails responsibility.

All students and families will be required to sign an Acceptable Use Agreement. Any student who does not follow this agreement will have one or more of the following consequences applied:

- The student's right to access the internet and the school network of computers will be reviewed
- The student's access to the internet will be revoked for a period of one week
- The student's access to the internet will be revoked for a period up to one term
- The student's access to the internet and school computers will be revoked for up to one term
- The student's access to the internet and school computers will be revoked for the remainder of the year

In each case whereby a student's access privileges have been revoked the student's access to computers at school will be minimised and used only for specific class work that does not involve any research, email, communication or internet use.

## Damage to School Property

In the event that a school device is damaged due to misuse, you may be required to cover the cost of repairs. Replacement costs for common parts include:

- **Hinges:** Starting at \$10
- **Keys on a keyboard:** Starting at \$70
- **Screens:** Starting at \$200 (excluding labor costs)

Please note that prices may vary depending on the availability of parts.

If the damage is caused by normal use and wear and tear, the school will work with families to resolve the issue.



# Grades P – 6

## Acceptable Use Agreement

**To be signed returned to school**

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be 100% guaranteed.

Prior to signing this agreement parents need to ensure that their child understands the rules and consequences as stated and is prepared to abide by them at all times.

### When I use the internet and/or school computers I agree to:

- Behave according to my school's Code of Conduct
- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and not give out my password
- Respect others when I talk to and work with them online and never take part in online cyberbullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour
- Use the technology at school or at home on my computer for learning, use the equipment properly and not interfere with the work or data of another student
- Not bring or download unauthorised programs, including games, to the school or run them on school computers
- Not go looking for rude or offensive sites
- Use an 'online name' and avatar when sharing my work online
- Ask my teacher to help me get permission if I want to use information or pictures from the web
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- Talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable for our school
  - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school is being threatened
  - I believe that I or someone I know is being cyberbullied.

### When I use my hand held device, such as Nintendo DS, Sony Play Stations PSP, iPod, iPad or other mobile device including cameras I agree to:

- Only bring hand held devices to school if I have both my teacher and parents' permission
- Use it for learning purposes only, as directed by my teacher
- Act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else
- Agree to leave the device securely looked away when not in use in a classroom activity
- Not to bring a mobile phone to school

When using any mobile device as a camera I will:

- Only take photos and record sound or video when it is part of a class or lesson
- Seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- Seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- Respect others when I talk to and work with them online and never write or participate in online cyberbullying
- Seek teacher permission before uploading any content to websites (e.g. blogs)

## Estimating Repair Costs for School Property Damage

In the event that a school device is damaged due to misuse, you may be required to cover the cost of repairs. Replacement costs for common parts include:

- **Hinges:** Starting at \$10
- **Keys on a keyboard:** Starting at \$70
- **Screens:** Starting at \$200 (excluding labor costs)

Please note that prices may vary depending on the availability of parts.

If the damage is caused by normal use and wear and tear, the school will work with families to resolve the issue.

This Acceptable Use Policy for Computers, Internet and Mobile Devices also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name:.....

Student Signature:.....

Date: .....

### Parent Permission

I agree to allow my child to use the internet and computers at school. I have discussed the agreement, scenarios, potential problems and responsible use of the internet with him/her as outlined in the Parent Information internet use kit.

I agree to accept any consequences my child may receive as a result of not following the Mickleham Primary School Code of Conduct for the use of the Internet, computers and hand held devices used for learning purposes.

I expect that adequate supervision will always be available when my child is using the Internet

I have explained to my child that he/she should click on the Home button and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.

My child is aware that he/she should never give out personal information, including their phone number, last name, home or school address when using the Internet.

My child is aware that he/she should not be involved in any form of cyberbullying or using any language that may be considered offensive to another person.

I will contact the school if there is anything here that I do not understand. Parent advice and resources can be found at [Office of Children's eSafety Commissioner – parent resources](#)

Parent/Guardian Name: .....

Parent/Guardian Signature: .....

Date: .....