



Grades Prep - 2 Acceptable Use Agreement

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, including Netbooks, as valuable resources, but acknowledge they must be used responsibly.

Parents are being asked to agree on behalf of their child 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 Connect (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 teacher. Students must have their teacher's permission before using the Internet and then only to view a sites directed to by their teacher.
- All work is to be in good taste and in no way offensive to another person.
- Students never give out any personal information such as your name, address or telephone number in emails or on the Web (Internet).
- Students require parent and teacher permission before including photos on work for the web.
- Students are required to use the internet properly, not to frighten, annoy or upset other people – cyber bullying is not permitted at this school.
- With teacher help students compose e-mail and chat messages using only language that is acceptable in the school.

- Students are taught that if they come across any information or messages that make them feel uncomfortable or are unsuitable to click on the HOME button and then tell their teachers.
- Students are never to go looking for rude or offensive sites
- Students are taught to never respond to any messages that are unpleasant or that make them feel uncomfortable in any way. They need to make sure they tell an adult about the message immediately.
- Students are provided guidance when using the internet and they are taught that the information they find on the Internet might not be accurate. They need to check with their teacher before using information they find.
- Students are not permitted to bring or download any material, programs, plug-ins, including games to the school or run them on school computers.
- 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 are 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 students right to access the internet and the school network of computers will be reviewed
- The students access to the internet will be revoked for a period of one week
- The students access to the internet will be revoked for a period up to one term
- The students access to the internet 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.



Acceptable Use Agreement Grades Prep - 2

To be signed and returned to school

You are being asked on behalf of your child to agree to your child using 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.

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 my child uses the internet and/or school computers or Netbooks I agree my child will:

- behave according to the school's Code of Conduct
- keep themselves and their 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 talking to and working with them online and never taking part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour
- use the technology at school 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 their work online
- think carefully about what they read on the internet and ask their teacher before using anything they find on the internet
- talk to my teacher or another adult if:
 - they need help online
 - they are not sure what they should be doing on the internet
 - they come across sites which are not suitable for our school
 - someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
 - they feel that the welfare of other students at the school is being threatened.

When my child uses any hand held device, such as Nintendo DS, Sony Play Stations PSP, iPod or other mobile device including cameras I agree my child will:

- only bring hand held devices to school if they have both their teacher and parents' permission
- use it for learning purposes only as directed by their teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to themselves or anyone else.
- Ask the teacher before they use the device in any way
- Not bring a mobile phone to school

This Acceptable Use Policy for Computers, Netbooks, Internet and Mobile Devices also applies to students during school excursions, camps and extra-curricula activities and with the use of the Netbook when at home.

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

Parent Permission

I agree to allow my child to use the internet, 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, Netbooks and hand held devices used for learning purposes.

I understand that all incoming e-mail correspondence will be approved by a member of staff before being given to students

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 or home address when using the Internet.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Name:

Parent/Guardian Signature:.....

Date:.....