



## Heany Park Primary School Acceptable Use Agreement for Internet and Digital technologies

18<sup>th</sup> April, 2014

Dear Parents/Carers

This letter is being sent home to advise parents and carers that the previous Acceptable Use Agreement for Internet and Digital Technologies needed updating to include the introduction of the **MS Office 365** internet/web service and the cancellation of the Ultranet subscription. A new agreement, including Internet Usage and Multimedia permission is attached and needs to be signed to encourage safe internet practises.

With **Heany Park Primary School** implementing the **eSmart** framework, cyber safe and responsible online behaviour is now adopted by students, teachers and parents within school and home environments. Safe and responsible behaviour remains applied at our school and parents/carers are requested to continue to reinforce this behaviour at home.

### Part 1 – School support for acceptable use of internet services and digital technologies

Heany Park Primary School uses the internet services and digital technologies as teaching and learning tools. We see internet services and digital technologies as valuable resources, but acknowledge they must be used safely and responsibly. Your child has been asked to agree to use the internet and digital technologies responsibly within the school environment. Parents/carers should be aware that your private information is important and protected from inappropriate use.

These documents are available online and from the school upon parent request:

- ICT Policy (local school document)
- ICT Privacy Policy (local school document)
- Information Privacy Policy download available at <http://www.education.vic.gov.au/pages/privacypolicy.aspx>

At **Heany Park Primary School** we:

- have policies implemented that outline the values of the school and expected behaviours when students use internet services and digital technologies.
- have the eSmart framework implemented at the school and work with students to outline and reinforce the expected eSmart behaviours.
- provide an authenticated, encrypted, filtered, managed and moderated internet service.
- provide access to the Department of Education and Early Childhood Development's FUSE search engine (<https://fuse.education.vic.gov.au/primary>) which can be used to direct students to websites that have been recommended and reviewed.
- provide supervision and guidance with online activities and use of digital technologies for learning.
- support students in developing internet and digital literacy skills
- provide support to parents/carers to understand this agreement e.g. language support, through information sessions and through documents noted in this agreement for parents as a point of reference
- use images of a student in internet services and digital technologies, by acquiring permission within the Student Agreement (including the use of the student's surname)
- have internet services that are authenticated (password protected) encrypted, filtered, managed, and moderated online learning resources for the students. Your child will be able to use these services to communicate and collaborate with other students, their teachers and access learning activities at school and at home.
- ensure that any internet/web services which may not be able to provide adequate anonymity, security and privacy will require a further agreement form to be signed by a parent/guardian for the student to allow access. These services will not be used for student records or personal information. No student address information, health, medical, behavioural or welfare information will be stored. With the acceptance, and due to the internet technologies used, it is possible that schoolwork, images and video to be stored on systems outside Australia.

**Other useful sites include:**

- Bully Stoppers: <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parents.aspx>
- Cyber Smart: <http://www.cybersmart.gov.au/>
- Cyber Safety Guide for Parents (downloadable): <http://www.cybersmart.gov.au/parents.aspx>
- eSmart – Alannah and Madeline Foundation: <http://www.amf.org.au/AboutUs/>

**David Rose – Principal**



# ACCEPTABLE STUDENT USE PERMISSION FORM

## Appendix 5

(Updated: 25<sup>th</sup> March 2014)

### Heany Park Primary School Acceptable Use Agreement for Internet and Digital technologies (including trail services )

#### Part 2 - Student Agreement

##### When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it.
- support others by being respectful in how I communicate with them and never write or participate in cyber bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my private digital footprint.
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- use the internet for educational purposes and use equipment/devices respectively and properly
- use collaborative sites for educational purposes and only as directed by teachers.
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with security, the data of another user or attempt to log into the network with a user name or password of another student not reveal my password to anyone. The system administrator or a teacher will arrange to have my password reset if required.
- not download or use unauthorised programs, on school computers.

**This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked.**

Student/s Name/s: .....

Year Level/s: .....

Student/s Signature/s (if able): .....

Permission to use Images of my child/children on internet/web services and Digital technologies:  
(Circle) .....NO.....YES.....

Permission to use my child's/children's surname on internet/web services and Digital technologies:  
(Circle) .....NO.....YES.....

Parent/Carers Signature: .....

Permission given on this date remains in place until the student ceases attendance or the school is otherwise informed:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you have any concerns about this agreement or ideas for making the agreement better contact the **Principal**. For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>