



# Mount Pleasant Road Primary School & Kindergarten (Nunawading)

## Acceptable User Agreement for Internet and Digital Technologies 2023: Years 3 - 6

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Mount Pleasant Road Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

We are an accredited eSmart school and safe and responsible behaviour is explicitly taught and parents/carers are requested to reinforce this behaviour at home.

We would recommend that all parents monitor their child's internet usage at home and continually review recommended minimum age restrictions associated with all applications.

### Social media age restrictions

- Instagram - 13 years old
- Facebook - 13 years old
- Tik Tok - 13 years old

Additionally, parents and carers are required to contact the school office if they need to deliver a message to their child during school hours. Students should not have the responsibility of reorganising afterschool arrangements via private messaging. We do not recommend Year 3-6 students use private messaging.

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**

Mount Pleasant Road Primary School sees the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

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

At Mount Pleasant Road Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program (eSmart) which is taught and revised across all school levels
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers through information evenings and through documents and regular information articles in the newsletter

If you would like to discuss this agreement, please contact Mrs Kim Streitberger

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>

## Acceptable Use Agreement for Internet and Digital Technologies 2023: Year 3 - 6

### Part B - Student Agreement

When I use digital technology I agree to use safe and responsible behaviour.

1. When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means I:

- never send mean or bullying messages or pass them on, as this makes me part of the bullying
  - don't use actions online to be mean to others. (This can include leaving someone out during online gaming or when using group chats)
  - don't copy someone else's work or ideas from the internet and present them as my own. (I will include the website link).
  - I won't message people online that I don't know.
  - I won't use private messaging platforms while at school. If I need to make contact with my parents or carers I will do so through the school office.
  - I acknowledge that the school strongly advises against all students having a social media account.
2. When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:

- protect my friends' information in the same way.
- protect my password and I don't share it with others.
- don't join an online platform without my parents or teacher's guidance and permission.
- never answer questions online that ask for my personal information.
- never post pictures of me or my friends in school uniform

3. When I use digital technologies I **look after myself and others** by thinking about what I share online.

This means I:

- never share 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
- speak to a trusted adult if I know someone else is upset or scared
- speak to a trusted adult if someone else is participating in unsafe, hurtful or inappropriate behaviour online
- stop to think about what I post or share online
- only visit spaces or sites that are age appropriate and for educational purposes
- don't deliberately search for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- am careful with the equipment I use
- will not bring or download unauthorised programs, including games to school
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking or using (including AirDrop) photos, recording sound or videoing them (including teachers)

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I 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.

### Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

### iPad General Use

- Students are responsible for all information and content on the device which should adhere to the *Internet and Digital Technologies Acceptable Use Agreement* guidelines and is signed at the start of each year.
- The iPad must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device.
- Students **must** save their name and class on the lock screen of their iPad for easy identification.
- The iPad should come to school each day with sufficient charge for the day's activities. Charging **will not** be an option at school.
- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in student lockers, when not in direct use.
- iPads may only be taken outside with the direct permission of a teacher.
- Teaching staff have the right to look at any application or file on the iPad at any time. Staff will make random checks on selected devices.
- The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.

### iTunes

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- An iTunes account is necessary to download applications (software) and to allow the iPad to function.
- Parents/Legal Guardians will need to create an iTunes account for the purchase (term used for free programs also) of apps/software used in the program, from the iTunes Store
- It is not necessary to use credit card details for the creation of an iTunes account. We strongly recommend **not** putting in credit card details.
- By using the iTunes software a user agrees to be bound by the terms and conditions of the Software Licence Agreement
- By using the iTunes Store website a user agrees to be bound by the Terms and Conditions of Use that apply to the website.
- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Additional applications purchased will be the responsibility of the Parent/Carer and reflect the behaviours promoted in the school Acceptable Use Agreement.
- School would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.
- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in *iTunes menu > Preferences > Parental > Age Restrictions*. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

## ***School Support***

### ***Support will be provided for:***

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts

### **Support **will not** be provided for:**

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues

## ***Damage or loss of equipment***

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

## ***User responsibilities***

Students are responsible for:

- bringing portable devices fully-charged to school every day
- ensuring the device is up-dated with current operating system
- backing up data securely
- carrying their device in an appropriate protective case at all times
- ensuring that the iPad is looked after. Like all personal items brought to school, the school has no liability for damage or loss of any personal items brought to school
- adhering to this BYOD Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom

## ***iPad Restrictions***

We strongly suggest that you look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for the "Allow Content". This can be made appropriate for the senior Primary School age group for the different categories. The passcode should not be known by the student. We strongly encourage the use of restrictions to apps through the iPads settings. We do however, recommend that these restrictions are not in place during the hours of 9am - 3.30pm whilst the students are at school.

## ***Google Apps for Education***

Google Apps for Education (also known as G-Suite for Education) is used as part of our teaching and learning program. Google Apps for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Google Apps for Education includes the following online services:

1.Classroom	6.Sheets
2.Gmail	7.Slides
3.Drive	8.Sites
4.Calendar	9.Hangouts
5.Docs	10.Groups

Additional Google apps 'online services' may be added by our school to further support teaching and learning

Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

[http://www.google.com/apps/intl/en-in/terms/education\\_terms.html](http://www.google.com/apps/intl/en-in/terms/education_terms.html)

<https://www.google.com/edu/trust/index.html>

<https://support.google.com/work/answer/6056650>

### ***Google access to specific personal information about your child***

To enable your child to sign-on and access these online services as part of our school's teaching and learning program, Google require access to your child's Department of Education & Training username, first and last name, year level and school. You may request that our school not provide this information to Google, and opt-out your child from using Google Apps. As a result, your child will not have access to the online services and alternate arrangements for allocating work will be made.

### ***Student responsibilities when using online services***

When using Google Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.



# Mount Pleasant Road Primary School & Kindergarten (Nunawading)

## I have read the Acceptable Use Agreement for Internet and Digital Technologies.

I know that I am still learning to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe. **I understand that if I don't meet the conditions in the agreement it will result in internet and mobile technology access being suspended.**

Student Name: \_\_\_\_\_ Year Level \_\_\_\_\_ Class \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

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

Please return this page and keep the Acceptable Use Agreement for Internet and Digital Technologies details at home for your records.

## Bring Your Own Device (BYOD) iPad Acceptable Use Agreement

### *Student Section*

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

I have read with my parents and understand the Mount Pleasant Road Primary School BYOD Acceptable Use Agreement (BYOD Agreement). I agree to follow the expectations contained in the BYOD Agreement.

I understand that failure to follow this BYOD Agreement may result in me having my privileges suspended or cancelled.

Student Signature: \_\_\_\_\_

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

### *Parent/Guardian Section*

I have read and understand conditions and expectation of the Mount Pleasant Road Primary School BYOD iPad Acceptable Use Agreement (BYOD Agreement). I give permission for my child to participate.

I understand that failure to follow this BYOD Agreement may result in my child having his or her privileges suspended or cancelled.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Please provide your iPad serial Number: \_\_\_\_\_

Please return this page and keep the BYOD Acceptable User Agreement details at home for your records