Kunyung Primary School
Acceptable Use Agreement

School profile statement

At Kunyung Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:
- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- 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 including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Office of the eSafety Commissioner

Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:
- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:
- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet, I **respect myself and others** by thinking about what I share online. This means I:
- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect 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 or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:
- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

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1-to-1 program: personal devices

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.

Software and access
- 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.
- The school will provide access to some software and applications through the departments eduStar image for student notebooks.

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
- all school-based software and associated issues with school applications.

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 (only limited support)

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.
- It is advisable to notify the student's teacher at the school 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 has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

Acknowledgment
of
Kunyung's 'Acceptable Use Agreement'

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices *(e.g. desktops, laptops, printers, scanners)*
- mobile phones and student owned devices
- email and instant messaging *(IM's not permitted on a device on school premises)*
- internet
- cloud-based document applications *(Google Apps For Education)*
- online educational activities
- Any social networking sites *- not permitted at all for any students 13 years and under.*
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs *- not permitted at all for any students 13 years and under.*
- forums, discussion boards and groups (e.g. Google groups - not permitted on a device on school premises)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Signature

Through a digital signature, I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

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