



**St Francis Xavier Primary School Ballarat East Ltd**

ABN 47 838598 852

## **Digital Technology Acceptable Use and Cybersafety Agreement**

Reviewed: August 2018

Ratified: August 2018

Next Review: 2020

### **Digital Technology Acceptable Use and Cybersafety Agreement**

#### **(Parents / Guardians and Students)**

St Francis Xavier Primary School supports 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. The school is committed to the pursuit of excellence in learning and teaching, integrating technology as an effective tool to achieve this goal.

St Francis Xavier Primary School:

- provides all students with digital technology for educational use.
- educates students to be safe and responsible users of digital technologies.
- raises parents, guardians and students' awareness of issues such as online privacy, intellectual property and copyright.
- supervises 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:
- provides a filtered & encrypted internet service, but acknowledge that full protection from inappropriate content can never be guaranteed.
- Monitors parent, guardian and student use of digital technology associated with the school's electronic platforms and applications to ensure appropriate use. The school also takes immediate action to intervene when inappropriate use or a breach of this policy is identified.
- responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- implements the procedures in St Francis Xavier Primary School Behaviour Management Policy where parents, guardians or students do not abide by the school expectations in safe and responsible use of the internet and digital technology.
- identifies that some online activities are illegal and as such the school is required to report this to the appropriate authority.
- supports parents and 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 and Cyber Safety Agreement and current information through newsletters and information sessions.

Care must be taken to ensure the resources are protected from harm and that no user is exposed to materials considered offensive or illegal. Students, parents and guardians should carefully read and discuss the digital technology expectations listed in this document together. To have access to the school's digital resources, students must agree to abide by the school's Acceptable Use and Cybersafety Agreement. The following agreement covers the student's use of technology equipment (such as computers, hand held devices, camera, printers, and digital platforms (such as Internet, networks and email. social media, apps, and software).

## **STUDENTS**

### ***General***

- I will respect and take care of all electronic equipment at all times, including not being in the possession of food or drink whilst using them.
- I will only use school's digital technology facilities under the supervision of school staff.
- I will only print material for educational purposes with the permission of staff.
- It is preferred that mobile phones and personal electronic device are not be brought to school. I understand that if I bring a phone or device I must hand it over to the classroom teacher who will put in a locked cupboard and it will not be returned until the end of the day. If I am using the phone or device in the school environment it will be handed over to the administration office and my parents or guardians will be contacted to collect it.

### ***Network***

- I will only use software purchased or approved and installed by the school.
- I will not under any circumstances access or delete personal files belonging to others, software or areas of the network which are not designated for my use.
- I will not share school or distribute documents, files or other school related information outside of the school's digital platforms.
- I will not share with another user or distribute school passwords or network login requirements.
- I will only use a USB drive when directed by my teacher. I will always keep this in a secure location until needed.
- Content on a USB will only hold documents that are related to schoolwork that I am completing or have completed.
- I will use file names that reflect the content of the file and always save appropriately

### **Internet & Electronic Applications (Apps)**

- Whilst at school, I will only access the Internet or approved electronic applications (Apps) during class time. Students are not permitted to access the Internet or Apps before or after school, during recesses or lunchtime without permission or supervision of a staff member.
- I will only access sites or Apps as directed by my teacher.
- I will keep my logins and passwords private and not seek the passwords of others.
- I will use St Francis Xavier Primary School digital technology facilities, specifically the Internet and Apps, for educational, communication and research purposes only.
- I will respect the privacy and ownership of others' work and materials from web sites and apps at all times.
- I am aware that copying information in its entirety from the internet may be in breach of copyright requirements. I will at all times put things into my own words and accurately reference their source.
- I will not provide my personal details or any other student's personal details on the Internet, under any circumstances.
- I understand that the school has access to all logs of student use.
- I will not make deliberate attempts to look for and use material that is non-educational, illegal or which would be thought of as offensive.
- If I should unknowingly navigate to a web site that contains material that may be considered offensive, I will turn off the screen immediately and notify the teacher. The IT administrator will then block this site. Our school network is filtered so offensive material cannot be accessed.
- I will only use the school e-mail for educational purposes and not for personal use.
- I will not share or repost any images taken at school or associated with school activities outside of the school's approved and secured network or suite of applications.
- I understand that if I have broken these rules, appropriate action will be taken.

- I understand that I will lose access to the technology facilities and Internet for no less than a week and my parents or guardians will be notified. I will then need to renegotiate how I use technology at school. If the misuse is a serious issue, it may lead to suspension from school. Police may need to be informed if the violation may have broken any law.
- As a responsible user of the technology facilities at St Francis Xavier Primary School, I will follow the rules set by the teacher based on the Digital Technology Policy

### **Educational Applications**

St Francis Xavier Primary School uses a number of applications (Apps) maintained by third party service providers to support the delivery of educational activities and to enhance educational outcomes. A robust review of all Apps is undertaken by the school's Leadership Team prior to them authorising for use. Where possible third party service providers will only be authorised for use where the information is hosted and stored within Australia. The school acknowledges that may from time to time these providers may store information on servers out of Australia and therefore are not bound by Australian Privacy Laws.

In most occasions the primary information provided to third party service providers is required for registration. This is limited to the student's name, year level, the name of the class teacher and the student's school based email address.

The Apps used for educational purposes may include but are not limited to:

- Reading Eggs – Promotes and provides access to activities designed to develop student's ability to read English.
- Seesaw – Captures students work in a digital portfolio.
- Prodigy – Curriculum aligned Maths Game
- Karate Kat – represent and solve Maths problems involving multiplication using efficient mental & written strategies
- Google Classroom – helps students and teachers organise assignments, boost collaboration and foster better communication
- Cool Maths Games – brain training site where logic and thinking and math meet
- Popplet – used as in mind-map, helps students think and learn visually
- Go Noodle – movement and mindfulness for children

## Digital Technology Acceptable Use and Cyber Safety Agreement Acknowledgment:

### PARENTS

- I have discussed this agreement with my child.
- I will monitor my child's technology use at home.
- When engaging with St Francis Xavier Primary School using digital technology, I will act in respectfully at all times and not send any inappropriate texts or images.
- I have read the St Francis Xavier Primary School Digital Policy, available on the school website and via the school apps and have also discussed the policy with my child.
- I will not access or engage with unauthorised site which references St Francis Xavier Primary School name or logo.
- I understand that I must not take photos at a school event of children for whom I am not a parent or guardian without permission from the child/children's parent.
- I will not post or repost images of St Francis Xavier Primary School students or members of the school community without their expressed permission.
- I will not post or repost confidential or embarrassing information or images about a member of the school community.
- I understand that if I do not adhere to the school policy it may lead to suspension or termination of my access to the school's technology facilities and internet. Police will be informed if the violation may have broken any law.

I declare that my child and I have read and discussed the school's Acceptable User Agreement. We understand that our collective responsibilities and hereby give permission for him/her to use the St Francis Xavier Primary School's technology facilities, Internet and applications. I accept the terms of this agreement.

Parent/Guardian's name: \_\_\_\_\_

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

I declare that my child and I have read, discussed and understood this Acceptable User Agreement and hereby give permission for him/her to use the St Francis Xavier Primary School's technology facilities and internet. I accept the terms of this agreement.

Parent/Guardian's name: \_\_\_\_\_

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

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the principal, and shall be distributed to students and shall take effect accordingly.