



Acceptable User Agreement & Publication Consent

Part A: The agreement to be signed by the student and parent.

Laurimar Primary School uses 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. **Students will not be able to use devices at school prior to this agreement being signed.**

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

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use technology
- be responsible whenever and wherever I use technology
- support others by being respectful in how I talk to and work with them, and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behavior
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others
- follow age appropriate recommendations for online sites. Refrain from registering for any online sites or downloading apps that are age or otherwise prohibited e.g. Tik Tok (13+) Facebook (13+), Instagram (13+), Snapchat (13+) Kik (17+), as these sites/apps may put me at risk.

When at school I agree to:

- behave in a way outlined in the schools' Code of Conduct when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- 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 or files
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online
- remember that the content on the web is someone's property and ask my teacher/parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- Not have any social media applications, or applications with an online chat feature on my device including, but not limited to apps such as Tik Tok, Snapchat, Live.ly, Instagram, Kik, Tumblr and Facebook
- turn off FaceTime, Messages and notifications (excluding Calendar) in my iPad settings
- Place smart devices such as Apple Watch, Fitbit, Garmin etc. on 'airplane' mode.

Talk to my teacher or another adult if:

- I need help online
- I am not sure what I should be doing on the internet
- I come across sites which are not suitable
- someone writes something I don't like, or makes me and my friends feel uncomfortable or
- asks me to provide information that I know is private
- I feel that the welfare of other students at the school are being threatened

When I use any device with the capabilities to record others (video, audio, photographic etc.) I agree to:

- use it as requested for learning purposes as specifically directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- When using a mobile device as a camera I will:
 - only take photos and record sound or video when it is part of a class or lesson
 - seek permission from individuals PRIOR to taking photos, recording sound or videoing them (including teachers)
 - be respectful in how I talk to and work with others online and never write or participate in online bullying
 - seek teacher permission before uploading any content to websites, blogs, etc. This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities. I acknowledge and 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.

Part B: The schools' support for responsible and ethical use of technology?

Laurimar Primary School uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly. Your child has been asked to agree 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 and some data will be housed on servers which are not located on school grounds, or within Victoria this also includes internet based services such as Google Docs.

At Laurimar Primary School we:

- have a Cybersafe and responsible use program across the school. We reinforce the school code of conduct, values and behaviours when using technology and the internet
- provide a filtered Internet service
- provide supervision and direction in Internet activities and when using mobile technologies for learning
- utilise mobile technologies for educational purpose. e.g. Podcasts, photos from excursions
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings

At Laurimar Primary School we:

- Reserve the right to withdraw/limit the opportunity for the children to access online resources and mobile technology.
- Reserve the right to check student iPads to ensure all content is appropriate and aligns with agreed behaviours as outlined by this Acceptable Use Agreement.
- Reserve the right to withdraw/limit the use of the iPad due to the misuse, including but not limited to accessing inappropriate sites e.g. Facebook.



Acceptable User Agreement (Return to classroom teacher)

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 mobile technology access privileges being suspended or revoked.

Student Name: Grade:

Student Signature: Parent Name:.....

Parent/Guardian Signature: Date:/...../.....

Classroom teacher to collect and return to ICT Coordinator once all students have returned form.