

BNWPS ICT Acceptable Use Agreement

At Brunswick North West 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.

For our students, we will create a stimulating environment that reflects the world they live in and are growing into. Those students will be innovative and confident users of digital technologies. We will use relevant digital technologies that will be used effectively to enhance learning and teaching in all curriculum areas, to support collaborative and cooperative learning, to develop higher-order thinking skills and to help all students realise their educational and social potential. Digital technologies provide students with new audiences and exciting and diverse platforms for communicating their learning. It's important that students develop their ability to take up digital citizenship in an online world. In the future, students will play an important role in transforming, restoring and sustaining our societies and our natural, managed, constructed and digital environments.

Our teachers will facilitate learning through exploration, interaction, problem-solving, immersion and demonstration. Through technologies, we can provide an engaging safe, inclusive, interactive and experiential learning that is socially connected and collaborative.

At Brunswick North West we use a variety of digital technologies for teaching and learning. We acknowledge they must be used responsibly. We believe that learning cyber safety and responsible online practices are essential for students in a modern world and best taught in partnership between home and school. Safe, respectful and responsible behaviour is explicitly taught at our school and reflected in our Student Engagement & Wellbeing Policy.

At our school we:

- Have a *Student Engagement & Wellbeing Policy* that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour. This is stated clearly in the Behaviour Response Pathway.
- Have a [Digital Learning Statement](#) that outlines the services that students and teacher engage with at school
- Adhere to the School's [Mobile Phone Policy](#) in line to our school's values and protocols.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, fraud, 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 and school internet and home internet differs.
- 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.
- Inform parents/guardians of the safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child through this Acceptable Use Agreement and current information from both the Department of Education and Training and the school.

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 where I got the information from.

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 should be carefully considered before sharing online. This means I:

- Protect my friends' information in the same way.
- Protect my passwords and don't share them.
- Will change my password if I feel other people have access to my account
- Log off when I have finished using a device so others can't access my account and pretend to be me.
- 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 information that makes my location or me identifiable by people I do not know and trust.
- Know that when online, others may not be who they say they are.

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.
- I use my learning time efficiently and stay on task.
- If I see someone not on task on the devices, I will let an adult know.
- When I am using a device in the classroom, I will make sure the screen is visible to my teacher at all times.

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

Please read the Brunswick North West's Acceptable Use Agreement document and discuss the rules contained in the guidelines. Failure to follow the Safe and Responsible Behaviours outlined in this Acceptable Use Agreement may result in students forfeiting their privilege to use digital technologies at Brunswick North West.

Consequence Pathway for inappropriate use of devices, created by the students

Behaviours	Consequence
<ul style="list-style-type: none"> ● Taking photos of people without permission ● Using a private chat space ● Rude/unkind comments ● Sharing private information ● Sharing inappropriate things with people ● Posting things as other people ● Changing settings or files on devices 	<ul style="list-style-type: none"> → Adults notified on first occurrence → Device access and account usage suspended for 2 weeks → Possible extension of suspension
<ul style="list-style-type: none"> ● Not respecting the equipment ● Downloading things on a device ● Using a device without permission 	<ul style="list-style-type: none"> → 1 warning and then adults notified on second occurrence → With first warning, account and usage suspended for a day. → On second occurrence, account and usage suspended for a week. → Possible extension of suspension
<ul style="list-style-type: none"> ● If not staying on task on a device ● Searching for non-school related things 	<ul style="list-style-type: none"> → Account and device usage suspended for a day. → Repeat occurrences result in longer suspension and adults notified.

Students Signature _____

Student Name _____

Witness signature _____ (adult)

Witness name _____ (adult)