# St Martin de Porres Digital Technologies Student Acceptable Use Agreement

## For Parents and Carers: What the School Will Do

At St Martin de Porres Primary School we believe in being a welcoming and inclusive learning community. We are committed to creating and sustaining a community that is learning centred, deeply caring and engaging while providing best contemporary practice. This extends to the use of digital technologies and online communities.

We recognise the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents / carers.

At our school we:

- Have a Behaviour management Policy that clearly states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- Have a Bullying and Harassment Prevention Policy that clearly states our school's values and expected standards of behaviour for all members of our community, including procedures and actions for inappropriate 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 for educational purposes
- 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/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child
- Provide parents/carers with a copy of this agreement
- The school may store personal information in the 'cloud' which may mean that it resides on servers of third party cloud service providers. For more details check the school privacy policy
- Use G Suite as a learning and teaching platform at SMDP. This includes Gmail, Hangouts/MEETs, and Calendar for communication; Drive for storage; Docs, Sheets, Slides, Forms and Sites for productivity and collaboration.
- To keep our students safe while using technology the Digital Technology Leader, System Administrator, Principal or class teacher will always have access to students' school Google password.

On the following pages you will find a list of technology related issues that your child has discussed in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using technology appropriately.

*On the final page, please sign to indicate you have discussed these points with your child.*

## For Students: Being Safe and Responsible

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.  I will do this by:

- Being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- Never sending mean or bullying messages or passing them on to others.  I understand that this makes me part of the bullying
- 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. I will do this by:

- Protecting my friends' information in the same way
- Protecting my school passwords and not sharing them with anyone except when requested by the Digital Technology Leader, System Administrator, class teacher or my parents
- Only joining a space online with my parents or teacher's guidance and permission, having read the terms and conditions
- Never answering questions online that ask for my personal information
- Not posting 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. I will do this by:

- Stopping and thinking about what I post or share online, as once it is posted it cannot be taken back
- Never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- Never putting photos or videos of other people online without their agreement
- Only using spaces or sites that are appropriate for my age and if I am not sure, asking a trusted adult for help
- Speaking 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
- Not searching for something rude or violent
- Turning off or closing the screen if I see something I don't like and telling a trusted adult
- Being careful with the equipment I use.

 At school I will:

- Discuss ways to be a safe and responsible user of digital technologies and the internet

- Present my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet
- Not reveal my school Google account password to anyone except when requested by the Digital Technology Leader, System Administrator, or my class teacher.

When I use school digital technologies, including iPads and laptops I will:

- Use digital technologies with care and responsibility
- Ensure equipment is stored responsibly and ready for its next use
- Shutdown or restart the laptop properly, making sure you log out of accounts
- Close apps / programs when I have finished
- Only go on apps / programs that I've been instructed to
- Not remove, add or move apps on any devices
- Not change the background or settings
- Delete any photos I take
- Not go into other people's folders or files
- Not delete anyone else's files
- Report anything I see that is inappropriate straight away.

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

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 policies if my child does not behave appropriately.

I am aware of all my child's social media accounts and have their login and password details.

I give permission for my child to use the apps Canva and Powtoon for educational purposes. These apps will be monitored by the classroom teachers.

**Acceptance** * I have read and understood the terms and conditions of the Student Acceptable User agreement on behalf of my child.

Accept

Decline

**Student Name:**

I understand that I need 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 policies if I do not behave appropriately.

My parents are aware of all my social media accounts and have me login and password details.

**Participant Acceptance** *

Yes, I agree to abide by the above conditions.

**Parent name:**

**Parent signature**