

**Acceptable Use and Cyber Safety Agreement**

At Our Lady of the Sacred Heart Primary School, Merbein we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School’s roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces. The school is committed to the pursuit of excellence in learning and teaching, integrating technology as an effective tool to achieve this goal.

**The School:**

* provides all students with digital technology for educational use
* educates students to be safe and responsible users of digital technologies
* raises 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 internet service but acknowledge that full protection from inappropriate content can never be guaranteed
* 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 OLSH Behaviour Management Policy when students are not following 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/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.
* Use online sites and digital tools that support students’ learning;

Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the conditions below together. To have access to the school’s digital resources, students must agree to abide by the school’s Acceptable Use and Cyber Safety 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 the computer equipment at all times.
* 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 should not be brought to school. If they are brought to school, they must be handed over to the classroom teacher who will put it in a locked cupboard and it will not be returned until the end of the day.
* If a student wears their smart device i.e. smartwatch during school hours and attempts to use his/her device for any reason, it will be immediately confiscated. There will be no verbal warning to put the device away before confiscation and parents will be contacted to collect it. There will be stronger penalties if this is repeated.
* Students who choose to bring their phones into school and/or wear a smartwatch must acknowledge that the school will accept no responsibility for loss, theft or damage to the phone, device or smartwatch.

***Network***

* I will only use software purchased or approved by the school, 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 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 have completed.
* I will use file names that reflect the content of the file and always save appropriately

**Internet**

* I will only access the Internet during class time. Students cannot access the Internet before or after school or during recesses unless otherwise directed and supervised by a staff member.
* I will only access sites as directed by my teacher.
* I will keep my logins and passwords private and not seek the passwords of others.
* I will use the School digital technology facilities, specifically the Internet, for educational, communication and research purposes only.
* I will respect the privacy and ownership of others’ work and materials from web sites at all times.
* 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
* As a responsible user of the technology facilities at the School, I will follow the rules set by the teacher based on the Digital Technology Policy
* I understand that if I have broken these rules, appropriate action will be taken.
* I will lose access to the technology facilities and Internet for no less than a week and my parents 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.

**Signature:**

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

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

Parent / Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent / Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**My ideas on safe and responsible behaviour**

When I use digital technologies, **I communicate respectfully.** This means I:

(write or draw…)

When I use digital technologies, I **protect personal information.** This means I:

(write or draw…)

When I use digital technologies, I **respect myself and others.** This means I:

(write or draw…)

