

CRAIGIEBURN PRIMARY SCHOOL

Acceptable Use Agreement



ANNEXURE A: ACCEPTABLE USE AGREEMENT

School Profile Statement:

At Craigieburn Primary School we support the rights of all members of the school community and make a commitment to providing all with a safe and supportive learning environment. This extends to the use of digital technologies and online communities. Our commitment to ensuring safety is underpinned by our expectation of safe and responsible behaviour by all members of the school community.

When I use technology and the internet, I have responsibilities and rules to follow. I agree I will:

- follow all teacher/staff instructions when using equipment and the internet
- use the equipment for educational purposes and only as directed by school staff
- display responsibility by never attempting to access personal files or accounts that belong to someone else (this includes school computers and online services such as Mathletics, Google Apps and Office365, for example)
- keep my friends and I safe by never sharing personal details
- not bring, download or access unauthorised content on technology including (but not limited to) games, images, videos or music
- be respectful towards others in the content, opinions and ideas I upload or post online
- remember that content published on the internet is someone else's property and ask teachers/staff to help me seek copyright permission/list references when required
- think carefully about what I read on the internet and question whether it is from a reliable source
- only use online information to help me complete learning tasks and will not copy information or the work of others as my own
- only capture sound, videos or images of others when it is part of a lesson and I have both their consent and permission from a teacher
- not access and use internet/app-based games during class time that are not deemed educational or appropriate by the teacher
- not use communication services during school time without the prior permission of the students' direct teacher
- never access inappropriate sites, images or videos
- never gain access to other students' accounts, files and/or data
- talk to my teacher or another adult if:
 - I need help online
 - I come across content or websites that are not suitable for school
 - I feel uncomfortable about any online activities
 - I am unsure if an app or service is safe for someone of my age

I understand that I am responsible for the care my own Netbook and when I am using the school's technology. In caring for technology, I will:

- ensure I am careful around technology and report any damage to a teacher immediately
- not touch devices that belong to another student
- not purposefully damage any device hardware
- carry the device in an appropriately padded case
- carry the device with two hands
- keep the device away from any food or drink
- never leave the device in any unlocked or unsupervised area.

Agreement

Student:

In addition to the normal school day, this Acceptable Use Agreement also applies during school excursions, camps, and extra-curricular activities.

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

I understand that there are actions and consequences established within the school and that any breaches may mean I will not be able to access technology, specific online services or the internet at school.

Student's Name: _____

Student's Signature: _____

Date: _____

Parent/ Guardian:

I have read/discussed the above guidelines with my child and agree to allow my child to use the Internet and email at school.

I also recognise that although the school provides a filtered internet service, full protection from inappropriate content can never be guaranteed.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____



Evaluation:

This policy will be reviewed as a part of the school's cyclic process or more often if necessary due to changes in legislation or regulations.

Policy last reviewed	13 th of September, 2023
Consultation	21 st Century Learning School Improvement Team (SIT)
Approved by	Principal and School Council
Next scheduled review date	