



Glengarry Primary School

ICT ACCEPTABLE USE POLICY STUDENT

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PURPOSE

At Glengarry Primary School 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.

At our School we:

- Have a **Student Engagement and Wellbeing Policy** that outlines our school's values and expected student behaviour
- Have programs in place to educate our students to be safe and responsible users of digital technologies; eSafety.gov.au: Respectful Relationships and the explicit teaching of our school values
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.



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- The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - iParent | Office of the Children's eSafety Commissioner
(<https://www.esafety.gov.au/education-resources/iparent>)



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Teachers work through the behaviours with students before the contract is sent home for parent discussion and agreement.

When I use digital technologies 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 feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies 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. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- 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 three or more pieces of identifiable information about myself.

When I use digital technologies 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, 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



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- am careful with the equipment I use.

When I use digital technologies I **respect the equipment** by always using it in a respectful manner and only using equipment that is assigned to me. This means I:

- carry any devices with two hands and make sure the screen is closed
- only use devices at a table unless I have the permission from a staff member
- make sure under no circumstances will I use food or drink when using any device
- ensure that my screen is easily visible by a staff member when I am using my device
- will only walk with my device
- will only play games that I have permission to play and that these games will only be single player

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

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



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This section can be used with students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. It may be included as part of the final Acceptable Use Agreement sent home to parents for discussion and agreement.

My ideas on safe and responsible behaviour

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

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



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

When I use digital technologies I **respect the equipment**. This means I:



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Student Agreement for ICT Acceptable Use Policy

I understand and agree 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 Student Engagement and Wellbeing Policy if I do not behave appropriately.

Student Name: _____

Student Signature: _____

School Contact Name for Support:

Brendan Dawson, Principal

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date: _____



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One to One Netbook Contract Grade 3 – 6

At Glengarry Primary School, students in Grades 3-6, lease a Department of Education and Training approved netbook for a nominated amount each year. In 2019, this was set at \$120 per year. The nominated leasing amount will be determined as part of the school's Parent Payment Policy and advertised to families through the school's booklist information. The leased amount per year covers the cost of the netbook and the extended warranty over 3 years.

1. Security

Students are responsible for their Netbook at all times. Netbooks are required to be securely placed in the storage cupboard provided in each classroom when not in use. The netbook will be securely stored in these storage cupboards over the holiday periods. Internet security is provided through the DET's VicOne internet filter.

2. Use of Netbooks

The Netbook is for student use and for educational purposes only. Students should only access files, websites and programs that have been approved by their teacher. Non-school related files, programs and games are not to be installed or saved on to the Netbook.

Please note that at no time may the history of the internet usage be deleted. This will help to ensure that the internet is being used appropriately. Students must place the Netbook in the storage cupboard when not in use and after the last activity of the day, ensuring it is charged and that the charging cord is not hanging out. If students experience problems with their netbook, they must inform their teacher immediately.

3. (a) Care of Netbook (Warranty)

The warranty of the Netbook covers issues relating to hardware and software problems. The Netbook is not to be defaced in any way with stickers and or graffiti. Each Netbook will be clearly labelled with the students name by the coordinator. This is the only sticker allowed. The utmost care of the Netbook must be taken at all times. If the Netbook shows signs of neglect then an explanation will be sought and use of the Netbook maybe suspended until further notice. If a claim needs to be lodged due to purposeful damage to a Netbook by your child, an excess amount of \$100 must be paid by the parents to the school.

(b) Care of Netbook (outside of warranty)

The warranty does not cover dropping the Netbook, spilling food or drink. Food and drinks are not permitted near the Netbooks at any time. Children who do not carry their Netbook correctly and damage any part of the Netbook will be required to pay for the cost to repair the Netbook.



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4. Software

The school is responsible for providing all the software required to be loaded on to the Netbook. Additional software is not to be added by students under any circumstances. All software provided is licensed and the school pays for extra programs for each child.

5. Agreed Sanctions

Students who misuse the Netbook or software as stated above or fail to provide adequate care for their Netbook or its security will be sanctioned by their class teacher/school in the following way.

First misdemeanour – Verbal warning to student followed by a misdemeanour discussion. Outline of misdemeanour recorded by teacher. Parent notified.

Second misdemeanour – Formal recorded warning by teacher, misdemeanour discussion between student and teacher. Netbook confiscated for a period of one day. Parent notified.

Third Misdemeanour - Formal recorded warning by teacher and misdemeanour recorded. Parents and Principal notified and informed of misdemeanour and the previous history. Netbook confiscated for a period of one week.

Fourth Misdemeanour - Formal recorded warning by teacher and misdemeanour recorded. Parents and Principal notified. Netbook privileges revoked for the remainder of the year. Student forfeits any payments to that date and no refunds to parents are issued.

First Serious Misdemeanour - Formal recorded warning by teacher and misdemeanour recorded. Parents and Principal notified and informed of misdemeanour and the previous history. Netbook confiscated for a period of one week.

Second Serious Misdemeanour - Formal recorded warning by teacher and misdemeanour recorded. Parents and Principal notified. Netbook privileges revoked for the remainder of the year. Student forfeits any payments to that date and no refunds to parents are issued.



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Minor Misdemeanours	Major Misdemeanours
Failure to place the Netbook in the secure cabinet during breaks and home time	Severe physical misuse of Netbook
Rough treatment of Netbook beyond everyday use	Intentional vandalism of network or other people's files or Netbook
Failure to keep Netbook reasonably clean to an acceptable standard or undefaced	Pornography or other unsavoury images/sites present on Netbook
Addition or removal of any software or changing of network or internet settings	Inappropriate or unsavoury sites accessed via the internet (as recorded in the internet history file)
Unauthorised resetting of the internet history file	
Allowing or using another student's Netbook without student's and/or teacher's consent	



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**Please sign and return to school each year to
remind you of the contract details
Return with the Parent Booklist information in Term 4 of each school year**

Parents/Guardians

I _____ have read through and will adhere to the above conditions.

I understand the contract and note that if my child has caused damage to the Netbook then I am responsible for the costs incurred to fix it under reasonable circumstances. In the case that my child breaches this ICT Acceptable Use Policy, their privileges will be removed as per the documented sanctions.

Signed _____ Date _____

Signed _____ Date _____

Student

I _____ have read through and will adhere to the above conditions of Netbook contract.

Signed _____ Date _____



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Evaluation

This policy will be reviewed as part of the School's four year review cycle.

Date Implemented	22 nd July 2019
Approval Authority (Signature and date)	 22 / 07 / 2019
Dates Reviewed	22 nd July via email
Responsible for Review	School Council
Next Review Date	As per GPS Policy Document List
References	DET