

Red Hill Consolidated School

Digital Technologies

Acceptable Use Agreement



School profile statement

At Red Hill Consolidated 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 agreement 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 Red Hill Consolidated School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- 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;
- 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. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commissioner:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(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) (<https://www.esafety.gov.au/education-resources/iparent>)

Definition of Digital Technologies

This Acceptable Use Agreement applies to the use of digital technologies such as iPads and desktop and notebook computers, as well as access to software, applications, the Internet and online learning platforms, when at school and on school organised excursions and camps. Red Hill Consolidated School is a Google Education School, providing students with access to a suite of productivity tools for classroom collaborations. Students will require an account to access these tools.

Red Hill Consolidated School

Digital Technologies

Acceptable Use Agreement



Expected Student Behaviours

When I use digital technologies, I demonstrate **empathy** by:

- Always being kind to my friends and classmates and thinking about how the things I say and do online might make them feel.
- Not sending mean or bullying messages or forwarding them to other people.
- Stopping to think about what I post or share online.
- 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.
- Sharing digital technologies in the classroom.
- Never deleting, moving or renaming other's folders, files or saved work.
- Always being a constructive collaborator when working with others online.

When I use digital technologies, I demonstrate **Responsibility** by:

- Protecting my personal information by never sharing my full name, address, phone number and date of birth online.
- Never answer questions online that ask for my personal information.
- Protect my passwords and don't share them with anyone except my parent.
- Only ever use websites, applications or software titles that I've been instructed to.
- Never download or delete/move applications or software or make changes to settings or passwords without permission.
- Only use spaces, sites and applications that are appropriate for my age.
- Don't deliberately search the Internet for something rude, scary or violent.
- Shut down and turn off devices when asked to by a teacher.

When I use digital technologies, I demonstrate **Respect** by:

- Showing care when using digital technologies at school. This includes:
 - Having clean hands when using technology.
 - Finishing all food and drinks before using devices.
 - Walk carefully when carrying devices. Never carry more than two devices at a time unless in a cradle.
 - Return devices to their trolley when you have finished using it.
- Always ask permission before taking a photograph or video of someone at school.

When I use digital technologies, I demonstrate **Resilience** by:

- Turning off, closing the screen or clicking the back button if I see something I don't like and telling an adult straight away.

Red Hill Consolidated School

Digital Technologies

Acceptable Use Agreement



Student Agreement

I have read the Red Hill Consolidated School's Expected Behaviours when using digital technologies with my parents. I understand that by signing this agreement I agree to demonstrate our school values of Empathy, Respect, Responsibility and Resilience when using digital technologies and using the Internet at school.

I understand that if I do not demonstrate the expected behaviours, my access to technology may be restricted or suspended for a period of time determined by the school.

Student Name: **Grade:**.....

Student Signature:

Date:

Parent/Guardian Agreement

I have read the Agreement and have discussed the contents with my child/children and I am committed to teaching and role modelling the values above.

I am aware of the conditions under which my child/children will have access to digital technologies and the internet and I grant permission for them/him/her to participate in Internet activities.

I understand that whilst all due care will be taken in controlling which information can be accessed, Red Hill Consolidated School, including staff members and members of the school council will not be held responsible for consequences arising from my child's/children's use of the internet .

This Agreement is for the 2021 school year only and a new Agreement will be issued annually.

Parent/Guardian Name:

Parent/Guardian Signature:

Date: