

At Parkhill 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 Conduct Policy** that outlines our School's values and expected student behaviour, including 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 online tools for safety, 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 resource (from DET and the eSafety commission) may help:
  - iParent  
(<https://www.esafety.gov.au/education-resources/iparent>)

## STUDENTS

### Safe and responsible behaviour

When I use digital technologies I **communicate respectfully** by:

- Posting politely and respectfully
- being considerate online
- not sending mean or bullying messages
- acknowledging copyright

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
- protect my passwords (but share with parents)
- only ever join spaces with permission
- never answer questions online that ask for personal information

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- think before I post
- use appropriate spaces only
- protect personal information
- ask for help if I don't feel safe
- don't deliberately search for something rude or violent
- am careful with the equipment I use.

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

## Mobile devices

We have many iPads and laptops available for use for each class. It is expected that students will treat mobile devices with respect and be considerate of others when using devices.

## Care of equipment

Students are cautious when using devices. When walking with devices they will be closed and held firmly. They will not place any undue pressure on hinges, touch screens or touch pads. They will look after cameras and microphones (internal and external) by showing care when using them. Any damages will be reported and efforts will be taken to avoid damages. They will take reasonable precautions to the best of their abilities.

## User responsibility

Students will show responsibility when using the devices. They will use cybersafe thinking when using the Internet and protect their personal information. They will post responsibly in public spaces. They will be considerate of other people when collaborating. Students will not download software and ask permission before using external devices (eg USB devices). Teachers may check accounts from time to time to gauge progress and for student safety. Use of devices and computers should be negotiated with teachers.

This AUA applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

### Student Agreement

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 relevant policies (eg Student Conduct) if I do not behave appropriately.

Signature	Student name	Class	Date
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### Parent witness and consent

I have read and discussed the Acceptable Use Agreement with my child. I give my consent and support for my child to participate when using digital technologies in school.

Signature	Parent name	Date
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