



HIGHVALE PRIMARY SCHOOL

eLearning Acceptable Use Agreement

Ratified by School Council: August 2013

Review date: August 2016

This Agreement is to be read in conjunction with the *Highvale Primary School's 'eLearning Policy' and 'BYOD Acceptable Use Agreement'*.

Rationale:

To inspire and enable our students and school community to be responsible, creative and innovative users of ICT, bringing learning to life through engaging, interactive, anytime, anywhere learning.

Aim:

To communicate the School's expectations for the acceptable use of eLearning devices, networks, software, peripherals and online resources.

Implementation:

1. Acceptable Use Online:

e-mail

- Students will follow all teacher instructions regarding the use of the internet and e-mail.
- Students will always use the internet and e-mail in a responsible manner.
- Students will ensure that any email they send does not contain inappropriate content.

Internet

- When using the internet students will only access appropriate information, which is relevant to their work.
- Students will not search for rude or offensive sites.
- Students will ask their teacher for permission if they want to search for information or images on the internet.
- Students will use critical thinking about what they read on the internet and question if it's from a credible source.
- Students will not copy and paste information from the internet and declare it as their own work.
- Students will not use the internet without teacher supervision and/or during a severe weather timetable.
- Students will talk to a teacher or staff member if:
 - they need help online.
 - they come across inappropriate and/or offensive sites.
 - someone writes something they don't like, makes them or their peers feel uncomfortable or asks for private information.
 - they feel that the welfare of other students at the school is being threatened.
- Students must only use online classroom access and communication tools such as Edmodo to enhance their ability to access classroom curriculum material. Students will not include unsuitable material or inappropriate language when using these online forums. They will also use these tools for communication about school work and activities only, and not about other students' or families' personal situations.
- Student photos, both group and individual, are permitted online only if permission has been provided by parents.
- Student work may be posted with student first name only and the first initial of their surname.

Respect

Responsibility

Honesty and Integrity

Commitment

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes home address, telephone number, birth dates or school name or address.
- Students will only use their first name on the internet and email communications.
- Students will respect the privacy of their teachers and peers by not giving out their personal details or reading their emails.

Hardware

- Students will respect all ICT equipment in the school. This includes computers (desktop, laptops and netbooks), interactive whiteboards, digital cameras, flipCams, iPads, iPods, printers, scanners, microphones and headphones.
- Students will respect that all ICT tools are shared resources, and that they will be guided by our school values when using such resources.
- Students will use technology at school to enhance learning and use equipment respectfully.
- Students will not interfere with the work, emails, files or data of another student.

Software & Files

- School software is available to students to be used as an educational resource.
- No students may install, upload or download software without permission from the school.
- Students will not bring, download or run unauthorised programs, including games at School.
- Students should not expect that files stored on school curriculum servers are private.

Portable Devices (e.g. iPads)

- Refer to '*BYOD Acceptable Use Agreement*' for student owned devices.
- Students will only use a personal device for learning purposes as directed by the teacher.
- Students will act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful.
- When using a camera device students will:
 - Only take photos and record sound/video with teacher permission.
 - This also applies for students during excursions, camps and extra-curricula activities

2. General Unacceptable Behaviour

- Students will respect others when they talk to or work with them online and never take part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will make no attempt to access inappropriate material.
- Students will not use language that is inappropriate in an educational setting.
- Students will not knowingly or recklessly post false or defamatory information about a person or organisation.
- Students will not display, access or send offensive messages or pictures.
- Students will not abuse or sabotage eLearning devices, network resources or infrastructure.

Failure to adhere to the eLearning Acceptable Use Agreement will result in student conferences and consequences, as guided by the School's Values, Restorative Practices, and the Student Engagement and Inclusion Policy and other associated policies.

Students are expected to be responsible users of these resources at all times and misuse could result in a withdrawal of access and/or further action. Students and guardians are required to sign the acceptable use agreement (see appendix).

Responsibility and Evaluation:

This policy will be reviewed as part of the school's one-year review cycle

elearning

- **INTERNET USE**
- **elearning ACCEPTABLE USE AGREEMENT**

This information should be read in conjunction with the 'HPS elearning policy' accessible through the school website.

A separate Bring Your Own Device (BYOD) Information Booklet and BYOD Acceptable Use Agreement is also available online for Year 5/6 students only.

Summary

Students regularly use the Internet and email at Highvale Primary School in a responsible manner for purposes organised by their teacher. All students are expected to work within the following rules:

1. Students will only use the Internet as my teacher instructs me. It is a tool to help me learn and not a toy.
2. Students will abide by generally accepted rules of 'net etiquette': be polite, use appropriate language and respect other people's work and their privacy.
3. Students will not give out any personal information about other people, my school or myself over the Internet. This includes full name, address, phone number or other identifying information.
4. Students will only use first names.
5. Students will never try to access inappropriate material over the Internet.
6. Students will IMMEDIATELY click on HOME or turn off the monitor if an unsuitable/inappropriate website is accessed. The student will call the teacher for assistance.
7. Students will not respond to any messages that are mean, inappropriate or in any way make me feel uncomfortable. The student will call the teacher for assistance.
8. Students will agree to take care of the equipment I use.

Note: Please see your child's teacher if you have any concerns.

elearning- PERMISSION for:

- **INTERNET USE**
- **elearning ACCEPTABLE USE AGREEMENT**

Student Section

Student Name: _____ Class: _____

I have discussed the Summary and HPS elearning Policy with my parents. I agree to follow the rules.

I understand that if I choose to not follow the rules I may lose the privilege to use ICT at Highvale Primary School.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read and discussed the Highvale Primary School elearning Policy with my child.

I understand the school will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable material.

I understand that using the Internet and email is a privilege, not a right. A child's privilege to use ICT may be withdrawn for a period of time defined by the school if he/she chooses not to follow the expectations in the elearning Acceptable Use Policy.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____