Prep–Year 2 Safe & Acceptable Use Expectations

Bully Stoppers.
Make a stand. Lend a hand.

Digital Learning & Technologies

Students are expected to be responsible users of digital resources at all times. Misuse could result in a withdrawal of access and/or further action.

To support your child's understanding, please read through the 'Safe & Acceptable Use Expectations' and then ask your child to explain to you, their 'My ideas on safe and responsible behaviour'.(see worksheet below).

Should you have any questions, please contact your child's teacher.

Safe & Acceptable Use Expectations

Aim

To communicate our school's expectations for the expected safe and acceptable use of digital technologies for learning, including BYOD devices, the online environment, networks, hardware, software and peripherals.

Highvale Primary School encourages and supports the rights of all members of the school community to engage in a safe, inclusive and supportive learning environment. This extends to the use of digital technology and the online environment. Our school wide Positive Behaviour for Learning (PBL) framework extends to the use of digital technology by all members of the school community and is underpinned by our School Values, Respect, Responsibility, Honesty & Integrity, Commitment.

Students spend an increasing amount of time learning and collaborating using globally connected digital devices. To be safe and to gain the greatest benefit from the opportunities provided through a BYOD and online environment, students need to do the right thing by themselves and others, whether at school or home. This aligns with our Responsibility and Honesty & Integrity values, particularly when no one is watching.

When using digital technologies at Highvale Primary School, students are expected to behave in a way that is consistent with Highvale Primary School's:

- **Student Wellbeing & Engagement policy**
- **Bullying Prevention policy**

These state our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behaviour.

- **Digital Learning policy**

This includes the 'opt in' BYOD opportunity, which states our school's behavioural expectations of students when using digital technologies, the school's commitment to promoting safety and responding to inappropriate behavior.

Our school is an accredited eSmart school, an initiative of the Alannah and Madeline Foundation. eSmart is a web-based framework that assists schools to develop a culture that promotes the safe, smart and responsible use of technology. At Highvale Primary School we:

- Educate our students to be safe and responsible users of digital technologies.
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and environments:
  o Bullystoppers Duty of Care and Supervision
- www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- Support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child, providing this S&AU

expectations, parent information events, and current information from both the Department of Education and Cybersmart:

o Bullystoppers Interactive Learning Modules - parents
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
o e Safety Commissioner- Advice for parents
https://www.esafety.gov.au/parents?gclid=EAIaIQobChMIkNm9_9D4-wIV6SCtBh1V6QUPEAAYASAAEgJ8LvD_BwE&gclsrc=aw.ds

Safe and Responsible Behaviour Expectations

When I use digital technologies and the internet, 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 think or feel.
- Working to stop bullying. I focus on using positive language that is respectful and kind.
- Creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet, 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 teacher or 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 and the internet, 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 for my age 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.
- Am careful with the equipment I use.

At school I/we:

- Have discussed ways to be a safe and responsible user of digital technologies and the internet.
- Shared ideas around the ways that we can be a smart, safe and responsible users of digital technologies and the internet.

Teacher – Please circle

Students: Prep – Year 2

_____ **has** or **has not** demonstrated an appropriate understanding of the Safe and Responsible Behaviour Expectations.

My ideas on safe and responsible behaviour

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

(Write or draw…)

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

(Write or draw…)

When I use digital technologies, I **handle the equipment responsibly.** This means I:

(Write or draw…)