

## INTERNET, ULTRANET AND DIGITAL TECHNOLOGIES ACCEPTABLE USE POLICY

**Katandra West Primary School** believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21<sup>st</sup> century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

**Katandra West Primary School** uses the Ultranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Ultranet, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At **Katandra West Primary School** we:

- Provide a filtered internet service.
- Provide access to the Department of Education and Early Childhood Development's search engine Connect ([www.education.vic.gov.au/primary](http://www.education.vic.gov.au/primary)) which can be used to direct students to websites that have been teacher recommended and reviewed.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Support students in developing digital literacy skills.
- Have a cybersafety program at the school which is reinforced across the school .
- Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- Provide support to parents/carers to understand this agreement (e.g. language support).
- Work with students to outline and reinforce the expected behaviours in the Ultranet\*.

\* The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students and be able to access learning activities both at school and at home.

## Katandra West Primary School Acceptable Use Agreement for Ultranet, internet and digital technologies template

### Student Agreement:

When I use digital technology I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it.
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet for educational purposes and use the equipment properly.
- Use social networking sites for educational purposes and only as directed by teacher.
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think critically about other users' intellectual property and how I use content posted on the internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal my password to anyone except the system administrator or the teacher.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

### Parent/Guardian Agreement:

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

I agree to my child using the Internet / Ultranet and corresponding with others, using email at school for educational purposes, in accordance with the Student Agreement above.

I understand that Katandra West Primary School takes photos of students for a variety of reasons ranging from Student of the Week, individual or group photos of students working in their classrooms and around our school, photo portraits by commercial photographers, press photos and photos of school events such as educational visits, sports day, dance, drama and music performances etc, which may appear in local newspapers.

I consent to my child having his/her name and picture published in the school Newsletter, on the school's Internet site (web page) or in the Newspaper.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

**Student Name** \_\_\_\_\_ **Year Level** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent/Carer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_