Anakie Primary School Technology
User Agreement

Staff and Students

Contents.

Definitions

"ICT"	Information and Technology
"APS"	Anakie Primary School
"users"	Any person that accesses APS resources
"DET"	Department of Education and Training
"online"	The state of electronic communications between students and devices
"internet"	Public forum of which data is transmitted in an open or closed way
"intranet"	Internal resources only accessible by those at the school
"ICT Infrastructure"	Hardware that enables the flow of data from external to internal resources
"school owned"	Purchased by the school and owned by the school unless otherwise stated
"public devices"	Devices that can be used by all students of the school
"network"	Refers to the physical hardware for transfer of data at APS
"cyber safety"	A program about being safe on public internet
"digital device"	Any electronic device
"social network"	A medium with which students can interact with each other over the internet

1. Vision Statement

Anakie Primary School recognises the importance of Information Communication Technology (ICT) and the ever growing demand for it as an educational tool, helping to prepare students for the future. 21st 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.

2. Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by Anakie Primary School or accessed using school owned networks or systems, including but not limited to:

- School owned ICT devices
- Email and instant messaging
- Internet and Intranet
- Social networking sites
- Accessing files from the internet
- Printing material
- Copying, saving or distributing files

- Video and photo sharing websites
- Blogs
- Forums, discussion boards and groups
- Wikis
- Publishing and browsing the internet
- Network accessible resources
- Steaming media

3. Appropriate use of ICT

Anakie Primary School uses the 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.

At Anakie Primary School we:

- have documentation in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision, direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- provide support to parents/carers to understand this agreement
- work with students to outline and reinforce the expected behaviours while using technology at school and also at home

Anakie Primary School expects that students will use the ICT that is made available to them in a respectful manner. It is important to take care of and make sure any ICT equipment is looked after. It is important to look after ICT that is available to all students as these are shared resources used by all and downtime could result in loss of access to network resources due to unavailability.

Anakie Primary School is an accredited eSmart school. More information on this can be found at https://www.esmartschools.org.au

4. School Owned ICT Devices and Infrastructure

School owned ICT devices and infrastructure relate to any property that has been purchased, donated or leased to the school and is the ownership of Anakie Primary School. This includes but is not limited to:

- Desktop computers
- School owned 1:1 devices
- Laptop computers
- Notebook computers
- Interactive technology
- Ethernet points
- Photocopiers

- ICT infrastructure
- Display units
- Wireless Access Points
- Printers
- Computer peripherals
- Portable devices

Any student found damaging or to have damaged any school owned ICT devices or infrastructure will be responsible for reimbursing the school for any costs associated with the replacement or repair of damages to devices or infrastructure.

5. Cyberbullying

Cyberbullying is defined as any kind of bullying or harassment done using any form of technology. It can include:

- abusive texts and emails
- imitating others online
- inappropriate discussions

- posting unkind message or images
- excluding others online
- inappropriate image tagging

Anakie Primary School has a zero tolerance on all forms of bullying and treats all offences seriously. If found to be conducting yourself in a manner that is not within Anakie Primary School guidelines, consequences will be enforced.

6. Digital Communications

Digital communication involves the transfer of data electronically using various device types. The data that is sent online or via email can be treated as physical evidence if required. The punctuation and grammar used when conversing in a digital format can carry weight in infer the same amount of emotion as if discussing in person (*e.g. Using bold or underlined text can infer anger/aggression*). It is important that you remember everything you do online is recorded and can be traceable in the event of any breach of Anakie Primary School rules and regulations.

7. Personal Data

School owned devices are not to be used for storage and can be wiped by the ICT team at any time. APS makes available network storage that is available at school which can be used to back up and save school work. The ICT technician actively monitors these folders, meaning that if illegal content is found, it will be deleted without question and the student may face consequences.

8. Purpose

The digital device is to be used to assist student learning at school. As an educational tool, they provide a new way of engaging a student in the classroom to promote learning. The nature of technology also allows for an amount of self-discovery of information from the internet (if permitted access). Utilising technology in the classroom in this way has benefits for both students and staff.

9. School Promotions and Photographs

Occasionally photographs of students are taken for special events, sport and publicity. Your cooperation is sought to use such material to recognise and promote student participation and achievement in both the Anakie Primary School and wider communities.

10. Non-Compliance with this agreement

The use of ICT equipment within the school environment is a privilege and is expected to be respected and used appropriately at all times. Failure to adhere to these policies, or any others as set by Anakie Primary School, can result in exclusion from ICT resources for an extended period of time. It is at the discretion of the principal or teacher in charge to determine an appropriate course of action for any student or parent found to be operating outside of any of the Anakie Primary School policies and procedures. Anakie Primary School also reserves the right to call police for serious offences if deemed necessary by the principal.

11. Acceptance Form

Please fill out the attached acceptance form and **return to the school as soon as possible**. Failure to do so may result in discontinuation of access to ICT resources or no access to APS ICT resources.

Anakie Primary School

Student Use Agreement

When I use, digital technology I agree to:

- be a safe, responsible and ethical user whenever 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 teachers
- 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 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 have communication software active on my computer during class time. I must quit the program completely so that it is not running (nor evident on the task bar) during class time unless required for a specific task (and under instruction by the class teacher).

When I use a device or communication software I agree to:

- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate permission form individuals before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as tool for bullying

This Acceptable Use Agreement also applies to excursions, camps and extra-curricular activities.

I have read the Acceptable Use Agreement carefully and understand its significance. I understand and agree to comply with terms of acceptable use and expected standards of behaviours set out within this agreement as defined by Anakie Primary School. I understand that any breach of these conditions will result in internet and technology access privileges being suspended or revoked.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

If you have any concerns about this agreement or ideas for making the agreement better contact the school.

For further support with online issues students can call Kids Helpline on **1800 55 1800.** Parents/carers call Parentline on **132289** or visit http://www.cybersmart.gov.au/report.aspx.

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