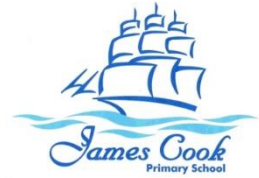


**JAMES COOK PRIMARY SCHOOL**  
**INFORMATION, COMMUNICATION AND DIGITAL TECHNOLOGIES**  
**– ACCEPTABLE USE POLICY**



**Rationale:**

James Cook Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

**Aim:**

***At James Cook Primary School we:***

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- supervise students when using digital technologies for educational purposes.
- 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.
- know that some online activities are illegal and as such we are required to report this to the police.
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- implement a cybersafety program at the school which is reinforced across all levels of the school.
- provide parents/guardians with a copy of this agreement.

***Part A: Safe and Responsible Behaviour Agreement***

When using digital technologies I will:

- **communicate respectfully** by thinking and checking that what I write or post is polite and respectful. This means:
  - ✓ being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (ask students to reflect on how they would feel).
  - ✓ not sending mean or bullying messages or forwarding them to other people.
  - ✓ creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.
- **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means:
  - ✓ protecting my friends' information in the same way.
  - ✓ protecting my password and not sharing it with anyone except my parents.
  - ✓ only ever joining online spaces with my parent or teacher's guidance and **permission**.
  - ✓ never answering questions online that ask for my personal information.

- **When I use digital technologies 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, and if I am not sure I ask a trusted adult.
  - ✓ 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 the screen or close the screen if I see something I don't like and tell a trusted adult.
  - ✓ am careful with the equipment I use.

- **Part B - 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 behavior.
- ✓ 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 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 username 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.

- ✓ When I use my mobile phone, iPod or other mobile device I agree to:
  - follow the policy of the school detailed in the current Parent Information Handbook.
  - protect the privacy of others and never post **or forward** private information about another person.
  - 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.
  - seek appropriate (written) permission for individuals before publishing or sending photos 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 a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

**James Cook Primary School – ICT and Digital Technologies - Acceptable Use Agreement Consent**

**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 taken away as deemed appropriate.**

**Student Name:** \_\_\_\_\_

**Year Level:** \_\_\_\_\_

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

**Parent / Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

