

Appendix A – ICT User Agreement (Prep-4)



When I use the Internet, I have responsibilities and rules to follow. I agree to:

- behave according to my school’s Code of Conduct
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and not give out my password
- respect others when I talk to and work with them online and never take part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not go looking for rude or offensive sites
- use an ‘online name’ and avatar when sharing my work online
- ask my teacher to help me get permission if I want to use information or pictures from the web
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable for our school
 - someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school is being threatened.

When I use my mobile phone, iPod, camera or other mobile device I agree to:

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using any mobile device (mobile phone, laptop etc) as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

I acknowledge and agree to follow these rules. I understand that there may be sanctions imposed if I do not act responsibly.

- restriction of network access privileges
- restriction of email privileges
- restriction of internet access privileges
- restriction of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school’s student engagement & wellbeing policy

Student Name:..... Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the acceptable use policy AND the behaviour management plan with my child.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia’s Internet Safety Advisory Board on 1800 880 176.

Parent/Guardian Signature : Date:

Spring Gully Primary School uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly.

Your child has been asked to agree to use the internet responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At Spring Gully Primary School we:

- provide supervision and direction in Internet activities
- provide education around Internet safety and ethics
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet
- reinforce the importance of safe and respectful use of the Internet in all curriculum areas
- provide support to parents to understand this agreement (e.g. cybersafety information nights)

What has your child agreed to and why?

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Myspace, MSN messenger, blogs etc.

We recommend they:

- don't use their own name, but develop an online name.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and protect that password.
- don't allow anyone they don't know to join their chat or collaborative space.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)

Being respectful online and not participating in online bullying.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face.

- being online can make students feel that they are anonymous
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

By just taking care with the equipment, printing and downloading from the Internet students can save time, money and the environment. Students often see the Internet as "free". Just looking at a page on the Internet is a download and is charged somewhere.

Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers.

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

Not go looking for rude or offensive sites.

Filters block a lot of inappropriate content but it is not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's Internet access will be reviewed.

Using the Internet at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the Internet). Staying on task on the internet will reduce risk of inappropriate access and teach students strategies to use the Internet for their learning.

Remembering the content on the web as someone else's property and asking teacher to help get permission before using information or pictures.

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.

By downloading a “freebie” you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the Internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the Internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the Internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, saying to a student “Tell me about wombats” might encourage him/her to copy and paste facts about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if:

- **I need help online**
- **I am not sure what I should be doing on the Internet**
- **I come across sites which are not suitable for our school**
- **someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.**
- **I feel that the welfare of other students at the school is being threatened by online activities**

The Internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or Internet Safety in general contact either the school or the contact below

ACMA (Australian Communications, Media and Authority Board) is Australia's Internet safety advisory body for internet safety issues/ concerns contact them on 1800 880 176 or visit <http://www.acma.gov.au/>

Rules that students should apply to all areas of the internet.

- 1) Never write anything that is rude or insulting. Never threaten, bully or intimidate others. If you can't think of anything nice to say about someone, then don't say anything at all.
- 2) Don't send lots of silly messages in emails, or Forums - that is called Spamming. This includes sending chain mail, asking people to 'pass it on'.
- 3) Never give or ask for any contact details - like your surname, home address, phone number, home email, MSN messenger or other similar contact information. You should not even talk about anything to do with this kind of personal information.
- 4) Keep your password a secret. NEVER give it to anyone else or ask them for theirs. Never let ANYONE ELSE use your account.
- 5) Don't give a lot of personal details about you or your family. If you do write about your family or friends, ask for their permission before you send it in. Also, don't upload personal pictures to the Library - or anything that can identify you, your family or where you live.
- 6) Respect the copyright code, only upload things that you have created yourself or you have permission to use. Don't copy people's ideas without their permission.
- 7) NEVER EVER make arrangements to personally meet someone you have met online.