



# Lake Boga Educational Hub

*'Be the best that we can be'*



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Information Communication and Technology Agreement for ALL STUDENTS. This agreement has the following sections:

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## Part A ICT Acceptable Use Agreement.

**In addition to signing at the end of the agreement, each section must be initialled by the student in the box provided.**

The requirements outlined below include all classroom based activities within the school grounds and extends to students during school excursions, camps and extra-curricula activities.

Students and Parents must sign this document for their child to use ICT equipment either owned by Lake Boga Primary School or as part of the BYO iPad program.

**When I use technology, both at school and at home I agree to be responsible. Uphold the school values and adhere to the rules outlined in this agreement.**

- Uphold our **school values** when online or using mobile technology
- be a **safe** user whenever and wherever I use that technology
- be **responsible** whenever and wherever I use technology and support others by being respectful in how I talk to and work with them
- never write or participate in online **bullying**, includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour
- keep myself and my friends safe by not giving out any **personal details** and protecting my **password**
- 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, **inappropriate** content or files
- remember that the content on the web is someone's property and ask my teacher / parent to help me get **permission** if I want to use information or pictures
- think carefully about what I read on the Internet, it may **unreliable** or an **inaccurate** source of information.
- talk to my teacher or another adult if I need **help or assistance** or come across something that makes me feel uncomfortable.
- **report to an adult** if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

**I will look after the ICT equipment supplied in a safe and respectful way.**

- use it as requested for **learning** purposes as directed by my teacher
- always **transport** the equipment in a safe way to protect from damage
  - carrying it with two hands
  - walk not run
  - never use while walking
- always **storing** it correctly
- never leaving it **outside** my classroom or unattended
- never leaving it on the **ground**, floor, chair or any other unsafe place
- always making sure that it is in a **safe position on my desk** (not near the edge)
- never consuming **food or drink** whilst using my device
- always returning it to the correct **storage location** after use (including charging)
- never putting things **on top** of it
- immediately **reporting any damage** to my classroom teacher.

**I will uphold the school vales when using the mobile device video or camera or microphone**



- only take **photos** and **record sound or video** when it is part of a class or lesson
- seek **permission** from individuals involved PRIOR to **taking** photos, recording sound or videoing them (including teachers)
- seek written **permission** from individuals involved PRIOR to **publishing** or sending photos, recorded sound or video to anyone else or to any online space
- seek **teacher permission** before uploading any content to websites, blog etc

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be re-negotiated if I do not act responsibly.

I understand that my access to ICT equipment may be periodically inspected and monitored for appropriate usage. School personnel may request access to browser history and/or caches as well as any or all files belonging to the student resident on the ICT device or on the school servers. I understand that files stored locally on the Netbook, iPad on school servers are not private.

Damage at school will be assessed on a case by case basis. The school will not be held liable for any damage to personal devices.

Student Name: .....

Date:

Student Signature: .....

**Parent Permission**

I agree to allow my child to use technology at school. I have discussed the content of this user agreement with my child and their responsibility for acceptable use and care of ICT equipment with them. I agree to 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 body on 1800 880 176.

Parent/Guardian Name: .....

Date:

Parent/Guardian Signature: .....

**This form must be returned to enable the student to participate in ICT usage within the school**

**Please make a copy of this agreement at home for your own records**

## Part B The schools' support for responsible and ethical use of technology

### Internet Safety Measures

Lake Boga Primary School uses the **Internet** as a teaching and learning tool. We see the Internet and mobile technology as valuable resources, but acknowledge they must be used responsibly. Your child has been asked to agree to **use the technology 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 Lake Boga Primary School we:

- reinforce the **school values and behaviours** when using technology and the Internet
- provide a **filtered Internet** service
- provide **supervision and direction** in Internet activities and when using mobile technologies for learning
- work towards setting tasks that ask your child **open-ended questions**, so they can't copy and paste all answers from the Internet
- provide **support to parents** to understand this agreement (e.g. language support) via information evenings and the provision of FAQs and via direct communication with the classroom teacher or Principal.

## Part C Advice for Parents

At school the Internet is mostly used to support **teaching and learning**. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun. If you have the Internet at home, encourage your child to share what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

**Bullying**, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which now present online. These are not "Virtual" Issues. They are real and can harm and hurt.

**At home** we recommend you:

- make some time to sit with your child to **understand** how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their "**online profiles**" if they are using a site which allows them to chat, publish photos, play games etc
- always get them to set the space to "**Private**" if they use a social networking sites. They are then in control of who contacts them and who can access their information. They can block out anyone at anytime
- have the computer with Internet access in a **shared place in the house** – not your child's bedroom
- negotiate **appropriate times** for your child's online activities and use of mobile phones
- ask questions when your child shows you what they are doing:
  - How does it work and how do you set it up? Can you block out people?
  - Who else is sharing this space or game - did you know them before or "meet" them online? What do you know about them?
  - Why is this so enjoyable – what makes it fun?
  - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - What are you doing to protect yourself or your friends from these potential dangers?
  - When would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or **ask for help** because:

- they might get the blame for any incident
- they don't think adults "get" their online stuff – it is for students only
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access (even to protect them).

## Part D Support information for parents regarding this agreement.

### When I use technology, both at school and at home, I have responsibilities and rules to follow.

Lake Boga Primary School sees the education of safe and ethical cybercitizens as essential in the lives of its students and as a partnership between home and school. 21<sup>st</sup> Century students spend increasing amounts of time online learning and socialising. These online communities need Cybercitizens who “**do the right thing**” by themselves and others online, particularly when “no one is watching”. Safe and ethical behaviour online is explicitly taught at our school. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images, etc

### 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 love to publish information about themselves and their friends in social spaces. We recommend that they:

- don't use their own name, but develop an online name (or 'handle') and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don't allow anyone they don't know to join their chat or collaborative space. Use the block feature.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it). Once it is published they have lost control of it.

### Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying, but unacceptable behaviours need to be addressed.

- being online can make students feel that they are anonymous (however online interactions can be traced)
- 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
- participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images or content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

### 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. Much of the school ICT equipment is shared. Students should not interfere with the data of any other student.

### 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 search for rude or offensive sites.

Filters block a lot of inappropriate content but they are 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.

### 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. The term copyright is a legal one and there are 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.

### **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. "Tell me about wombats" might encourage him/her to copy and paste facts / images etc 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 or see something I don't like online etc...**

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.

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 contact your school or call 1800 880 176 or visit [http://www.cybersmartkids.com.au/for-parents\\_tips.htm](http://www.cybersmartkids.com.au/for-parents_tips.htm) or email [connect.manager@edumail.vic.gov.au](mailto:connect.manager@edumail.vic.gov.au)

### **Sample questions for teacher/ parent/ student discussion (depending on age appropriate level and parent discretion) What can you do?**

- You found the car picture you were searching for, but on top of it was a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and your friends online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments and or images about someone you know.

A game online will only let you play it if you give your name, address, phone number, DOB etc