

School profile statement

At Mackellar Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At Mackellar Primary School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs aligned with eSmart Schools and School-wide Positive Behaviour Support to educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies for school-directed learning
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures
 - [Duty Of Care Policy](#)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner
- Never participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums
- Reviewing the terms and conditions of use for any digital or online tool (e.g., age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that falls outside the School's policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network or online service with a username or password of another person.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g. laptops, laptops, printers, scanners)
- Student owned iPads
- School network, email and internet
- Social networking sites (e.g. Showbie, Facebook)
- Video and photo sharing websites
- Blogs, wikis and podcasts
- Forums, discussion boards and groups (e.g. Teams and Google groups)
- Video conferences and web conferences conducted at the school.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

1-to-1 devices - considerations for inclusion

- **Ownership and insurance**
This device is owned by the parents/carers/students but is made available for use as part of the school's learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.
- **Damage or loss of equipment**
- **User responsibilities**
- **Use at home/ School support**
- **Software / App updates and processes**

Providing personal access to devices in implementing 1-to-1 programs to positively impact learning is complex and requires considerable planning. For Department of Education and Training (DET) or school-owned digital devices and technologies lent to students for use at home, that use must be for educational purposes only.

The Department provides resources to assist schools with planning a roadmap and suggested implementation ideas to ensure successful programs where practice aligns to policy.

For more information,

See: Planning for 1-to-1 Learning FUSE Page.
<https://fuse.education.vic.gov.au/pages/planning1to1>



MACKELLAR
PRIMARY SCHOOL

Student Agreement

Simon McGlade

and

(principal).

(teacher)

acknowledges the commitment of

(student)

to being a polite, safe, responsible and ethical user of digital technologies.

As a student, I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Parent's/Carer's signature

Teacher's signature

Principal's signature

Simon McGlade

Date



Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.