



Whittlesea Primary School

**Information and
Communication
Technologies**

User Agreement

2016

ICT User Agreement: *School Profile*

Whittlesea Primary School understands the importance of providing a digitally rich environment for our students and we recognise the need for students to be safe and responsible users. We believe that our role as educators, in partnership with parents/guardians, is to teach students about the safe and responsible use of digital technologies and online behaviours.

To embrace education in the 21st Century Whittlesea Primary School students have access to a range of current digital technologies. These include computers, netbooks, iPads, digital cameras, video cameras and accessories such as headphones and microphones. Teachers will support students at all year levels to use and interact with these digital technologies appropriately and responsibly.

The Internet is an important teaching and learning tool, and at Whittlesea Primary School it will be used for learning, publishing, researching and communication. The Internet is available on all computers, netbooks and iPads in the school. It is imperative that all students understand that access to the Internet is a privilege and it is expected that it will only be used in an appropriate way.

Cyber Safety is an important issue at Whittlesea Primary School, and Cyber Bullying is not tolerated. The Department of Education and Training (DET) describe Cyber Bullying as:

“...bullying using digital technologies including mobile phones, email and social media tools.”

<http://www.education.vic.gov.au/about/programs/bullystoppe rs/Pages/cyberbullying.aspx>

Cyber bullying includes behaviours such as pranking, image sharing, sending insulting or threatening messages, sharing private information and using digital technologies to humiliate others.

Whittlesea Primary School's Cyber Safety Policy covers cyber bullying that occurs in communication between students, parents and the wider school community inclusive but not limited to emails, instant messages, chat rooms, SMS text messages and social networking sites.

ICT User Agreement: *Safe and Responsible Use*

When we use digital technologies at Whittlesea Primary School we **communicate respectfully**. This means we:

- never send mean or bullying messages or pass them on
- don't use actions online to be mean to others
- don't copy someone else's work or ideas from the internet

When we use digital technologies at Whittlesea Primary School we **look after ourselves and others**. This means we:

- never share our friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if we see something that makes us feel upset or if we need help
- speak to a trusted adult if someone is unkind to us
- speak to a trusted adult if we know someone else is upset or scared
- use spaces or sites that are right for our age
- don't deliberately search for something rude or violent
- either turn off the screen, minimize the window or use the back button if we see something we don't like and tell a trusted adult
- don't alter or change work documents or files belonging to someone else and only save into our own space on the server

When we use digital technologies at Whittlesea Primary School we **protect personal information**. This means we:

- protect our friends' information in the same way as our own
- protect and use our own passwords and don't share them with others
- don't join a space online without our parents' or teacher's guidance and permission
- never answer questions online that ask for my personal information

When we use digital technologies at Whittlesea Primary School we **look after the equipment**. This means we:

- handle all devices safely and with care
- ensure all equipment is packed away after use
- report any faults or damages to a teacher
- don't change any settings on digital technologies
- don't bring or download any material or programs onto school devices without permission of a teacher
- only bring personal devices such as iPads, iPods and phones to school with the permission of a parent and understand that it is at our own risk
- do not use the internet on our personal devices at school
- follow the school rules for mobile phones by handing them to our teacher in the morning

ICT User Agreement: *Consequences*

When we inappropriately use digital technologies at Whittlesea Primary School we will have consequences. These include:

- payment for the repair or replacement of damaged goods by our parents/guardians
- restricted access to the use of digital technologies for a period of time depending on incident and occurrence
- confiscation of personal devices until my parent/guardian collects them from the school
- reporting illegal online activities to the police if required

ICT User Agreement: *Acceptable Use Agreement*

I understand my responsibilities when using ICT at Whittlesea Primary School. I am aware of the consequences and agree to communicate respectfully, protect personal information and look after myself, others and equipment when using ICT.

Student Name:

Sign:

Date:

I have discussed the ICT User Agreement with my child and acknowledge the consequences of inappropriate use of ICT:

Parent/Guardian Name:

Sign:

Date:

** This agreement will last for the duration of a student's enrolment at Whittlesea Primary School or until this document is revised*