



INTERNET USE

Moolap Primary School uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Moolap Primary School we:

- Have policies in place that outline the values of the school and expected behaviours.
- Provide a filtered Internet service
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Promote Cybersafety across the school which is reinforced across the school
- Use mobile technologies for educational purposes
- Provide support to parents/carers through information evenings and through the document attached to this agreement for parents/carers to keep at home
- Work with students to outline and reinforce the expected behaviours when online.
- Reinforce that Cybersafe and responsible behaviours are expected in their school use of digital technology

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 behaviour
- 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
- 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 user name or password of another student
- Not reveal my passwords 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 (School or BYOD owned) mobile device I agree to:

- Use the device to support my learning unless otherwise instructed.
- To use the device only when instructed to by my teachers.
- To report any wrongdoing that I see immediately to my teachers. This includes on a device or online.
- Not let other students use my device without parent or teacher permission, and only then in full view of a supervising adult.
- To look after my device with great care at all times so as not to compromise its safety.

- Take all measures possible to ensure that it is not stolen and/or damaged. This includes leaving my device lying around on tables, even in locked classrooms.*
- 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 from individuals involved before publishing or sending photos, recorded 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.

Conditions of use

Equipment

- Students must fully charge the iPad each night in preparation for use the following day. Power cords must be left at home.
- Parents/guardians and students should be aware that files stored on the device, or on the schools server are not private.
- Access to the iPad must be granted to the IT staff when required.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects. It does not cover accidental, malicious or careless damage.
- Any problems, vandalism, damage, loss or theft of the device should be reported immediately to the school.
- In case of suspected theft, a police report must be made by the family and a copy of the report provided to the insurer, if the family has taken out theft insurance.
- Loss or damage to equipment is the responsibility of the owner

Standards for device

The student is responsible for:

- Adhering to the school's Acceptable Use Policy when using the machine at home and school.
- Backing up data securely
- Maintaining settings for spam and filtering that have been set as a Departmental standard.
- Ensuring that only fully licenced software is installed on the Ipad.

Student Commitment

Definition of Digital Technologies

This Acceptable Use Agreement (Appendix 1) applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (but not limited to):

- School & student owned devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Facebook)
- Video and photo sharing websites (e.g. Picasa, You Tube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards (e.g. Google Groups)
- Wikis
- Video and Podcasts
- Video conferences and web conferences

Appendix 1

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, home, during school excursions, camps and extra-curricular activities.

I understand and will abide by the DTAUA. I further understand that any violation of the previously mentioned regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken, as well as any appropriate legal action.

Acceptable Use Agreement 2014

Student's First Name _____

Student's Middle Name _____

Student's Last Name _____

Student ID _____ **Class** _____

Your signatures on this document indicate that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated.

User's Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that network access is extended to my child for educational purposes.

Parent or Guardian's Name (please print):

Parent or Guardian's Signature:

Date: _____

Appendix 2
Code of Conduct

Moolap Primary School Electronic Device Code of Conduct 2014

I have read and understood the Moolap Primary School Electronic Device Code of Conduct and agree that these are to be upheld at all times at Moolap Primary School.

Student Name: _____ Form: _____

Signed Student: _____ Date: _____

Signed Parent or Guardian: _____ Date: _____

LEVELS	Examples of inappropriate behaviour	Range of Consequences
Level 5	<ul style="list-style-type: none"> • Serious criminal offence Serious wilful damage to property/resources/equipment (including laptops and iPads) • Major theft (e.g. Laptop/iPad theft) • Serious willful interference with school network. 	Principal Suspension from Moolap Primary School Referral to police Parental interview Payment for damage Note on Student File Removal of access to school network
Level 4	<ul style="list-style-type: none"> • Accessing, storing or transmitting indecent/offensive material (e.g. Sending offensive emails) • Theft (including identity theft) • Bullying/harassment (e.g. Using electronic device to bully, harass others) • Vandalism or willful damage to property, resources equipment. 	Principal/Leadership Team Suspension from Moolap Primary School Note on Student File Parental interview School Community service Payment for damage Removal of access to school network
Level 3	<ul style="list-style-type: none"> • Consistently careless use of an electronic device. • Repeated failure to comply with expectations regarding acceptable use of electronic devices. • Inappropriate use of resources/facilities/equipment. 	Principal/Leadership Team Parental Interview School Community service Sent to Team Leader/AP/Principal Note on Student File
Level 2	<ul style="list-style-type: none"> • Reckless and/or dangerous behaviour • Plagiarism/copyright infringement • Intellectual property infringement • Forgery/false representation • Interfering with another student's electronic device. • Accessing, storing or transmitting inappropriate material • Sending nuisance emails • Unauthorised software on iPad • Using a recording device in breach of school policy • Continually claiming electronic device problems as an excuse for work not being submitted • Continual failure to back up work • Careless treatment of an electronic device owned by Moolap Primary School • Unauthorised use of the Internet 	Leadership Team/ Classroom teacher After school detention Phone call to parent/guardian Written or verbal apology Meeting with team leader Restorative conversation Note on Student File
Level 1	<ul style="list-style-type: none"> • Failing to charge iPad overnight • Playing games on electronic device during class time • Negligent use of resources/facilities/equipment • Emailing or accessing Internet without teacher permission • Listening to music without permission • Using electronic device without permission • Volume up on electronic device • Failing to bring iPad to class • Using a different application to teacher direction • Unsupervised use of iPad without permission (before school, recess, lunchtime) 	Classroom teacher/staff member Verbal correction or reprimand Move seat in classroom Note in their student record Verbal or written apology Recess or lunchtime interview and/or detention Confiscation of headphones Liaise with classroom teacher Restorative conversation