Clifton Hill Primary School believes the teaching of safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Students spend an increasing amount of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to follow this Acceptable Use Agreement.

Safe and responsible behaviour is explicitly taught at our school and we request that parents/carers discuss and reinforce this behaviour at home.

IMPLEMENTATION
School support for the safe and responsible use of digital technologies

Clifton Hill Primary School uses the internet and other digital technologies (e.g. cameras, laptops, interactive whiteboards) as teaching and learning tools. We see the internet and digital technologies as valuable resources and acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and digital 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 Clifton Hill Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- 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
- have a cybersafety program which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers through information evenings and other information sent home or made available via the internet
- work with students to outline and reinforce the expected behaviours
**Student Agreement**
*(to be discussed with all students P-6 and signed by students in grades 2-6)*

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 or other adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- protect my privacy and the rights of others by not giving out personal details including full names, telephone numbers, addresses and personal images
- use the internet for educational purposes and use the equipment properly
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- 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 password to anyone except the teacher and my parents
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- 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 (including teachers)
- seek appropriate (written) permission from individuals involved before sharing, publishing, uploading 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
- seek teacher permission before printing

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

I will follow this Acceptable Use Agreement and behave in a responsible manner whenever I am using digital technology at Clifton Hill Primary School.

I understand that access is a privilege and that my access may be removed if I do not use it appropriately.

**Student Name:** __________________________________________

**Year Level:** __________________________________________

**Student Signature:** _____________________________________

**Date:** ________________________________________________