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 learning and collaborating online. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to follow the Clifton Hill Primary School Acceptable Use Agreement developed in conjunction with students at our school.

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 internet-based content and digital technologies (e.g. iPads, cameras, laptops, interactive whiteboards) as teaching and learning tools. We see the internet and digital technologies as valuable resources that must be used respectfully and responsibly.

At Clifton Hill Primary School we:

- have a Student Engagement policy and a Student Wellbeing Handbook in place that clearly outlines the values of the school
- outline the expected behaviours of our students regarding the use of digital technologies and accessing online content as clearly defined in our Student Engagement policy, Student Wellbeing Handbook and the Acceptable Use Agreement
- provide a filtered internet service
- provide supervision and direction in online activities
- support students in developing digital literacy skills
- have a Cyber Safety program which is reinforced across the school
- use mobile, internet capable devices for educational purposes (e.g. iPads) to access online content
- provide support to parents/carers through information evenings and other information sent home or made available via our school website and the Student Wellbeing Handbook
- use secure internet based ‘cloud’ services to store and share student work

All children are required to use the internet and digital technologies responsibly at school. Parents/carers are asked to discuss the Acceptable Use Agreement with their child and should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.
ACCEPTABLE USE AGREEMENT FOR DIGITAL TECHNOLOGIES

Student Agreement
(to be discussed with all students P-6 and signed by students in grades 2-6)

Being Safe
When I use digital technology or access online content I agree to:
• be respectful to others online in all communication and never write or forward hurtful messages
• tell my teacher if I think a website is not ok or if I feel uncomfortable or unsafe online or if I see others being unsafe or inappropriate.
• protect my personal information on the internet such as name, address, phone numbers, photographs or the school name
• only share passwords with my parents and teachers and never use other people’s passwords
• ask permission before personal photos are taken or shared with others
• use websites for school work and never browse the internet without permission

Being Responsible
I agree to:
• ask the teachers before downloading anything at school
• seek teacher permission to save any photos that do not relate to my school work and keep the number of personal photos at the limit set by my teacher
• never use other people’s iPads without permission
• use iPads and computers for the purpose set by my teacher
• never use locks and codes for my iPad
• never click on pop ups (online advertisements)
• never delete educational apps unless directed to by my teacher
• seek teacher assistance if my iPad or computer is not working properly
• never change any settings unless permitted by my teacher
• keep my iPad safe at all times – for example, don’t run with my iPad, keep the iPad cover on
• seek teacher permission before printing
• follow copyright procedures (as directed by my teacher) when using online content and citing references where appropriate

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 safe and responsible manner whenever I am using digital technology at Clifton Hill Primary School. I understand that the use of digital technology is a privilege, and that access may be removed if I do not use it appropriately.

Student Name: ____________________________

Year Level: ____________________________________

Student Signature: ____________________________

Date: _______________________________________