

## **St Liborius Acceptable Use Agreement For Internet And Digital Technologies. Parent Information**

**Wednesday, March 4, 2020**

Dear Parents

At St Liborius we are committed to ensuring the children in our care have a safe learning environment. We now live in a rapidly evolving, global digital world where communication and information is readily accessible via the Internet.

In order to ensure that our children are protected and are ready to become responsible users of this valuable resource we encourage you to take the time to sit down with your child and carefully go through the attached St Liborius ICT Acceptable Use Policy for 2020.

This will ensure all children are aware of our expectations at school and will assist you in educating your children to be responsible citizens of the global, digital world at school, and at home.

After you have read through the policy we ask all children from Years 3 and 4 to sign the agreement at the end of this policy and return it to their classroom teacher.

### **About the agreement:**

In signing this agreement, your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of the agreement are explained below. Please contact the school to clarify or receive additional information.

### **Key to this is ensuring you follow these guidelines:**

**Support others by being respectful in how I communicate with them and never write or participate in online bullying.**

**Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.**

**Students are advised to report an incident if:**

- They feel that the welfare of other students at the school is being threatened
- They come across sites which are not suitable for their school
- Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- They accidentally do something, which is against the rules, and responsibilities they have agreed to

**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.**

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."

**Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.**

**Use the Internet at school 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 you use content posted on the Internet, not simply copy and paste information from websites.**

#### **Important reminders**

- **Do not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student.**
- **Do not reveal my password to anyone except the system administrator or classroom teachers.**
- **Do not bring or download programs without permission, including games, to the school or run them on school computers.**
- **Do not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).**

#### **When using a digital device as a camera I will:**

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- 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.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Yours sincerely,

Damian Kerrins

Further resources on this matter can be found here.

<https://www.esafety.gov.au/>

<https://kidshelpline.com.au/esafety>

## ST LIBORIUS ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES 2020

### 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 including full names, telephone numbers, addresses and images
- 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 that is not my own or use another person'
- Not reveal my password 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 using my device at school I agree to:

- I will be responsible for my actions ensuring I use the learning tool wisely and appropriately.
- I will respect others by ensuring I do not touch their devices.
- I will not take my device outdoors during school hours unless specifically instructed by a teacher for a learning purpose.
- I will ask permission before photographing anyone and will not publish any images from school on social media.
- I will not publish material that reveals the school's identity – e.g. images displaying the school uniform.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Internet and mobile technology access privileges being suspended or revoked.**

**Student Name:**

**Year Level:**

**Student Signature:**

**Parent Signature:**

**Date:**

If you have any concerns about this agreement or ideas for making the agreement better contact St Liborius on 5446 9172. For further Support with online issues, <https://kidshelpline.com.au/esafety> provides a number of resources and online and phone support.