



ICT Acceptable Use Agreement & Policy

2020.1

Promoting Safe, Responsible Digital Citizenship

Rationale

At Nairne School we support the right and responsibilities of all members of the school community in accessing safe and inclusive learning environments, including digital and online spaces and services. This document outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Strategies

At our School we:

- Have a **Student Behaviour Learning Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies.
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered and monitored internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

Links to other Policies and Resources

Nairne School Behaviour Learning Policy

<https://nairneps.sa.edu.au/about/policies-handbooks/>

Department for Education

<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing>

eSafety Commissioner

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

We acknowledge the importance of the Department for Education Victoria's Bullystoppers AUA in the creation of this agreement.

Please read, sign (overleaf) and return this agreement to the Front Office or email to dl.0306.info@schools.sa.edu.au

A copy of this Agreement & Policy is available on nairneps.sa.edu.au.

Publication Date	Mar 2020	Version	2020.1	Revisions	2016.1 (May) 2020.1 (Mar)	Review Date	Mar 2021
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When I use digital technologies...

I will **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

I will **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

I will **respect myself and others**. This means I:

- follow teacher and parent instructions
- stop to think about what I post or share online
- use spaces, sites or services that are appropriate and in an appropriate manner.
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use and report any damage
- not take any school-owned equipment home without written approval from the Principal
- not load or put any software on any piece of school-owned technology
- use school-provided technology, software and services for educational purposes only.

At school we/I have or will:

- discuss ways to be a safe, responsible and ethical user of digital technologies
- present my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge **at school** and **everywhere** I use digital technologies. Should I choose not to honour this agreement, consequences may include (but not limited to) temporary removal of access to resources and other processes outlined in our **Student Behaviour Learning Policy**.

Student Name		Signature		Date	
Parent Name		Signature			

