



**ST. LEONARDS  
PRIMARY  
SCHOOL**  
N<sup>o</sup> 0866



## **esmart acceptable use policy**

### **Purpose:**

St Leonards Primary School recognises the importance of Information Communication Technology (ICT-Computers) in preparing students for the world around them and believes ICT is an integral part of the curriculum. We want our students to be confident and safe using this technology. Our school will be an eSmart school and promote cybersafety in the community. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We hope that parents/guardians work will with us and encourage this behaviour at home.

### **IMPLEMENTATION:**

All students will undertake a Cybersafe program and will be required with their parents to sign an Acceptable Use Agreement before they will be allowed on-line.

The school community will be provided with Cybersafety information on a regular basis.

Incidents of Cyberbullying will not be tolerated at St Leonards Primary School and victims and their carers will be encouraged to report incidents.

**Cyberbullying** : is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone , instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter or other type of digital technology. Cyberbullying is usually not a one time communication, unless it involves a death threat or a credible threat of serious bodily harm.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Parents can view the Cybersafe programs at [www.cybersmart.gov.au](http://www.cybersmart.gov.au).

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

- **they feel that the welfare of other students at the school is being threatened**
- **they have experienced an incident of Cyberbullying**
- **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.**

The school Welfare and Discipline Policy will determine action taken for breaches of this agreement. Any student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as decided appropriate by the Principal.

Parents will be notified if students are involved in any incidents of bullying/cyberbullying . Notification will also be given when computer privileges are suspended or withdrawn.

## **PHOTOS , VIDEO, BLOGS, WEB CONFERENCING**

Teachers and Students sometimes record their participation in school activities and show evidence of their learning with photos and short videos. They may also communicate with other students via web cameras. These images will be published within the school and on the Ultranet in their own and others portfolios and on secure school web sites. The Ultranet environment is controlled so that only the school community is able to see information. Teachers will outline expected processes with students in these spaces however, it is still important to think before you post to any online space. These images remain the property of the school and cannot be copied, published or distributed in any other forum. Failure to follow this agreement could result in legal action. Parents are asked to complete the appropriate form to give permission for their student to be included in these activities.

The school may also have the opportunity to publish some photos of school events in a public place e.g. the local newspaper and you are asked to give your permission for your child's photo to be published in a public forum

## **VIEWING MEDIA**

To improve student Digital Literacy the curriculum at St Leonards Primary School includes the use of Videos, DVD's and film to support some lessons. Students will have the opportunity throughout the year to watch media considered as acceptable by the school and with a G or PG rating. We require parents to give permission for their students to view this material.

If parents have any questions about these agreements please arrange to see the Principal.

**PLEASE SIGN THE ATTACHED AGREEMENTS AND RETURN THE SIGNED FORM TO CLASS TEACHERS.**

## **AGREEMENT FOR THE USE OF COMPUTERS and DIGITAL EQUIPMENT INCLUDING MOBILE PHONES, IPODS ETC.**

Students at St Leonards Primary School will have access to the Ultranet and Internet and email for educational purposes. To support students in the use of these programs all students will complete a Cyber safety program and must abide by school rules for the use of ICT.

**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**

1. Students **must not knowingly access or try to access any material that is not appropriate** for school use. Filters are in place that restrict students to Education approved sites where possible. **Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**
2. If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen **they should turn off the screen** (not the computer) and report the incident to their teacher who can investigate the problem.
3. Students **must not use the Ultranet, Internet, Social Media or email to bully, harass or intimidate another person.** Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyberbullying even if it takes place out of school hours on home computers but has an impact on our students.
4. Students **must not use inappropriate language in any communication.** A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.
5. Students must keep themselves and their friends safe **by not giving out personal details** including full names, telephone numbers, addresses and images.
6. Any **inappropriate use of computers will lead to the suspension of computer privileges** for a length of time decided by the class teacher or the Principal.
7. Students must take care with all equipment they use. **Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent.**
8. Students **must not bring computer games or other material to school on portable devices (USB)** and load this material onto school computers.
9. Students **must not use school email accounts** to create an account for online activities and social media sites.
10. Student **use of mobile phones and any personal device that has internet access while on school property is forbidden.** The school recognises that at times there may be a need for a student to contact parents before or after school and **provides safe storage for these devices at the office.** We want all students to be safe and secure while at school therefore **to maintain all student's right to privacy and good order in the school** we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices also can distract students from their learning.  
**These devices MUST be handed to the office upon arrival at school.**
11. Students must remember that the **content on the web is someone's property** and think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help answer any questions (they should not copy and paste the information).
12. **This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.**

# COMPUTER USE AGREEMENT

Students along with their parents must sign this agreement to have access to Digital Technologies .

Student Name .....

Parent Name .....

**I agree to use computers, cameras etc. in a safe manner and I understand the rules of this agreement. We will follow and support the schools eSmart guidelines at all times.**

Student..... Parent.....

## VIEWING MEDIA

Students will view media designated suitable for educational purposes and rated G or PG.

Please sign the follow permission.

**I agree to my student..... watching any media deemed suitable and rated G or PG as part of the curriculum at St Leonards Primary School.**

Name.....Signed.....(parent)

## PHOTOS AND VIDEO

At St. Leonards Primary School we celebrate the efforts of students by mentioning their participation in school events and their achievements in our school newsletter. Photographs of students are also regularly included. We also use photographs of students on the school internet site and Ultranet, along with samples of their work.

Occasionally the local press do a story about a school event or student's achievement or a visiting organisation may make a video. We are seeking your consent before passing information or photographs to the press for publication or allowing your child to be videoed. If you have any concerns about how photographs or videos of your child may be used by the school, please let us know.

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**I give permission for photographs of my child/children\_\_\_\_\_ to be used in school publications, on the internet, Ultranet and in the press and for them to appear in school video productions.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

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 your consent. Consent can be withdrawn at anytime.

Please contact the Principal if you have any questions or concerns about this agreement