At Bulleen Heights School we support the rights of all members of the school community to be provided with, and engage in, a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community in line with our School Wide Positive Behaviour Support (SW-PBS) principles.

This Agreement should be read in conjunction with the Bulleen Heights School Internet and Digital Technology User Policy.

At our school we:

• have a **SW-PBS Matrix** that states our agreed expected standards of student behavior
• have an Internet and Digital Technologies Policy which includes actions and consequences for inappropriate online behavior
• educate our students to be safe and responsible users of digital technologies through our eSmart curriculum and digital citizenship skill development
• raise our students’ awareness of issues such as online privacy, intellectual property and copyright
• supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  
  *Bullystoppers Duty of Care and Supervision*  
  (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
  
  • provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
  • respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
  • know that some online activities are illegal and as such we are required to report this to the appropriate authority
  • support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  
  *Bullystoppers Interactive Learning Modules - parents*  
  (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  *Cybersafety guide - parents*  
  (www.cybersmart.gov.au/Parents.aspx)

**Safe and responsible behaviour**

When I use digital technologies and the internet I 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 think or feel (Ask students to reflect on how they would...
feel.)

• working to stop bullying. I don’t send mean or bullying messages or pass them on to others
• creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **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.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

• stop to think about what I post or share online
• use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
• 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.

At school we/I have:

discussed ways to be a safe and responsible user of digital technologies and the internet.
presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.
Acceptable Use Agreement

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.
This means I:
Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
Don’t use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
Don’t copy someone else’s work or ideas from the internet and present them as my own. (I will include the website link).

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address, phone number and school is personal information and not to be shared online.
This means I:
Protect my friends’ information in the same way.
Protect my password and I don’t share it with others.
Don’t join a space online without my parents or teacher’s guidance and permission.
Never answer questions online that ask for my personal information.

When I use digital technologies I **respect myself and others** by thinking about what I share online.
This means I:
• Never share 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.
• Speak to a trusted adult if I know someone else is upset or scared.
• Stop to think about what I post or share online.
• Use spaces or sites that are right for my age.
• Don’t deliberately search for something rude or violent.
• Either turn off the screen or use the back button if I see something I don’t like and tell a trusted adult.
• I am careful with the equipment I use.

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):
• School owned ICT devices (e.g. desktops, laptops, printers, scanners, iPads)
• Mobile phones
• Gaming Devices
• Email and instant messaging
• Internet and Intranet (SharePoint)
• Social networking sites (e.g. Facebook, Club Penguin)
• Video and photo sharing websites (e.g. Picasa, Youtube)
• Blogs
• Micro-blogs (e.g. Twitter)
• Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
• Wikis (e.g. Wikipedia)
• Vod and podcasts
• Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school’s Student Engagement Policy if I do not behave appropriately.

**Confirmation and Acknowledgment of Agreement:**

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

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Parent/Carer

Parent/Carer Signature

Student Name

Student Signature

Class

Date

If you have any concerns about this agreement or ideas for improving the Agreement, please contact your campus ICT Coach.

<table>
<thead>
<tr>
<th>Primary Campus</th>
<th>Secondary Campus</th>
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<tbody>
<tr>
<td>Pleasant Road</td>
<td>Manningham Road</td>
</tr>
<tr>
<td>Bulleen</td>
<td>Lower Templestowe</td>
</tr>
<tr>
<td>9850 7122</td>
<td>9852 1631</td>
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