

Bentleigh West Primary.

Acceptable Use Agreement

School profile statement

At Bentleigh West Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form 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.



At our School we:

- Have a **Student Engagement 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 using the safety guidelines from the Department; (<https://www.esafety.gov.au/educators/classroom-resources>)
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies for school-directed learning
- 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 internet service, at school, 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 caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- **BullystoppersParentInteractiveLearningModules**
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- **eSafetyParent|OfficeoftheChildren'seSafetyCommissioner**
(<https://www.esafety.gov.au/education-resources/parent>)

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Student declaration

When I use digital technologies:

I communicate respectfully by:

- always thinking and checking that what I share is polite and respectful at all times
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel at all times
- never sending mean or bullying messages or forwarding them to other people.

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 parents
- 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 information about myself.

I respect myself, the school and others. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings (Webex)
- use spaces or sites that are appropriate, 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
- creating and presenting my own work, and if I copy something from online, I include the website address that I got the information from
- 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
- will not access other people's folders or files
- will not delete or change anyone else's work
- am careful with all the equipment I use
- I make sure my smart watch, (if I have one) is on school mode or do not disturb.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- Shared my ideas about how 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

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(Fill in this page, sign and return to your classroom teacher.)

Student Agreement

Student Agreement

Bentleigh West acknowledges the commitment of

(student)

to being a polite, safe, responsible and ethical user of digital technologies.

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.

Student's signature

Parent's signature

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, at home and all other places where we use digital technologies.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.