



# Acceptable Use of Technology Policy

## Definition

The Internet, combined with the devices available to students offer unprecedented benefits for teachers and students. It offers opportunities to personalise and extend learning; find, evaluate and use a variety of resources; engage in online learning, anytime, anywhere; create rich solutions to demonstrate a deeper understanding; collaborate with individuals within and beyond the school walls.

## Rationale

Beaconsfield Upper Primary School has an important role in preparing students for these 'online communities'; even though students and teachers may not access some online communities at school.

Before students start to use school provided devices to explore the Internet, it is crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely and responsibly online means;

- Protecting their own privacy and personal information including not sharing passwords.
- Selecting appropriate spaces to work and contribute.
- Protecting the privacy of others (this can be through sharing personal information or images).
- Being proactive in letting someone know if something is 'not quite right' at home this would be a parent or guardian, at school a teacher.

## Aims

- To enhance student learning by providing them with opportunities to find out, sort out and go further with online resources.
- To develop skills in digital citizenship and 'appropriate internet usage'
- To engage students within a global community.
- To develop students' ability to problem solve and create original solutions
- To increase student learning outcomes by increasing access to worldwide information.

## Implementation

- Beaconsfield Upper Primary School actively supports access by students to the widest variety of resources available, accompanied by the development of the skills needed to filter, analyse, interpret and evaluate information encountered.
- All students and staff will have censorship filtered internet and email access which is password protected.
- Students and staff will have access to protected internet sites. Such access is a privilege that comes with responsibility and not simply a right to be expected.
- The Learning Technologies team will liaise with staff and the technical support technician to manage all email access, maintenance of the school website, web filters and all other issues related to the internet access of students.
- The school undertakes measures to ensure that information published on the internet by students or the school is of a high standard, meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Student emails access will be through a class mailbox under the supervision of the teacher.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.

- All students will be responsible for switching off their computer screen and notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failure to notify the coordinator of inappropriate material may include the restriction of access rights.
- Signed parent and student consent is required to be completed in order to use school devices and gain access to the internet.
- Signed parent and student consent is required (see below) to gain access to published work, photos or videos in online environments.
- Staff will be responsible for making sure all work is screened for accuracy and appropriateness before posting online.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.
- When identifying students, only the student's first name and last name initial will be used.

### **Evaluation**

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.





# Learning Technology Acceptable Use Agreement

This agreement relates specifically to the Beaconsfield Upper Primary School Acceptable Use of Technology Policy. This documents purpose is to ensure that students and parents are aware of their responsibilities in relation to use of technology.

## Digital Etiquette

Students are expected to;

- Use technology in ways that are appropriate, educational and in accordance with the school's Acceptable Use of Technology Policy.
- Immediately inform the teacher, or person in charge if a student receives an email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable.
- Inform the teacher or others when using audio or camera recording functions.
- Maintain the privacy of their personal details at all times.
- Use only their own passwords and logons to access technology
- Be respectful online and not participate in harmful behaviour online.
- Using the technology at school for learning, using the equipment appropriately and not interfering with the work or data of another student.
- Not downloading unauthorised programs or media to school devices.
- Not searching for rude or offensive sites.
- Talk to a teacher or another adult if I see something I don't like online.
- Adhering to the Acceptable Use of Technology Policy at all times.

Parents are expected to

- Seek assistance from the school if they require help with any of the issues addressed in this document.
- Understand that there are consequences for breaching this agreement and that these consequences are determined on a case by case basis by the school.
- Understand that students are responsible for keeping their password confidential and that breaches of this agreement using their account may be deemed to have been committed by them.

## Overarching Agreement

I understand that if I breach this agreement, **I will be suspended** from using technology for a period of time deemed appropriate by the school. In addition, **it is my responsibility to report and where appropriate remind my peers of the commitment made to the school when signing this agreement.**

As a parent/ guardian of \_\_\_\_\_ I have read and understood the terms of the agreement and will support the school in the implementation of the Acceptable Use of Technology Agreement.

Parent Name \_\_\_\_\_ Signed \_\_\_\_\_

Student Name \_\_\_\_\_ Signed \_\_\_\_\_