



# Malvern Valley Primary School

1a Abbotsford Avenue, Malvern East, 3145

Phone: 9569 5820

[malvern.valley.ps@edumail.vic.gov.au](mailto:malvern.valley.ps@edumail.vic.gov.au)

Principal: Gaylene Fehlberg

31/01/2017

Dear Parents/Guardians,

Our computer network, internet access and Technological equipment bring great benefits to the teaching and learning programs at Malvern Valley Primary School. As an accredited eSMART school we understand the need for students to be taught how to use digital technologies appropriately and responsibly. We commit to explicitly teaching students the responsible use of digital technologies and also require a commitment by students that they will use them responsibly. We also ask that you, as parents/carers, support your child with this. This partnership and commitment is essential to ensure the wellbeing and safety of our community.

Attached is a copy of the Digital Technologies Acceptable Use Agreement, developed by Malvern Valley Primary School in conjunction with the Department of Education and Training and eSMART. Signing and upholding this agreement enables students to use digital technologies at Malvern Valley Primary School. If students do not adhere to the 'safe and responsible behaviours' listed in the agreement, their ability to use digital technologies will be either limited or withdrawn. We ask you to carefully read this document with your child and talk through its details, keep it at home as a reference, and sign and return the agreement.

We suggest that you also closely monitor your child's internet use at home and further support them in learning how to use digital technologies safely and responsibly. We strongly recommend that at home, all digital equipment is used in an open family environment to enable appropriate supervision and family communication about cyber issues.

Further information for parents about how to best support your child can be found on the following websites:

Budd-e <https://budd-e.cybersmart.gov.au/primary/main.php>  
*Interactive Game for kids based on cyber smart practices*

eSafety <https://esafety.gov.au/>  
*Information on appropriate internet use, app specific information and bullying*

Kids Helpline <http://www.kidshelpline.com.au>  
*Activities and games for students to learn about how to be safe online*

Bullying No Way <http://www.bullyingnoway.gov.au>  
*Information on cyberbullying for parents and children*

Please contact Gaylene, Joshua, Tristan or your child's class teacher if you have any concerns about your child's safety in digital technologies.

Yours sincerely,

Joshua Sheffield

Tristan Bugler

Assistant Principal

Technology Leader

# Digital Technologies Acceptable Use Agreement

## School Profile

Malvern Valley Primary School recognises the significant benefits of the responsible use of digital technologies by its students. We also recognise the need to explicitly teach students how to be safe and responsible online and that this is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Malvern Valley Primary School we:

- ✓ Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- ✓ Have a Student Engagement and Inclusion Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- ✓ Place emphasis on educating our students to be safe and responsible users of digital technologies.
- ✓ Commit to teaching at least 10 hours of cyber safety to each class.
- ✓ Raise our students' awareness of issues such as online privacy and security, respectful online interactions and how to deal with and report inappropriate material and use.
- ✓ Supervise students when using digital technologies for educational purposes.
- ✓ 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
- ✓ Know that some online activities are illegal and as such we are required to report this to the police.
- ✓ Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- ✓ Provide parents/guardians with a copy of this agreement, resources to support children at home and the opportunity to raise concerns with the school.

We ask that you as **parents/guardians**:

- ✓ Read and help your child to understand this Acceptable Use Agreement document.
- ✓ Support us in educating your child about safe and responsible internet behaviours and use.
- ✓ Closely monitor and supervise your child when they are using digital technologies.

Act on any inappropriate use (including alerting the school where appropriate)

## Safe and Responsible Behaviours

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).
- ✓ Let an adult know if I see anyone else doing these things.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:

- ✓ Protect my friends' information in the same way.
- ✓ Protect my password and don't share it with others except my parents.
- ✓ 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 **look after 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.
- ✓ Am careful with the equipment I use.

When I use digital technologies I **am respectful toward the equipment I use** by always being careful with it.

This means I:

- ✓ Always take care when transporting devices from one place to another.
- ✓ Always take care when I am using devices.
- ✓ Tell a teacher if I notice any damage to a device.

Ensure that devices I use are turned off and charged for the next user.

**\* MUST BE DETACHED AND RETURNED TO CLASS TEACHER IN ORDER FOR YOUR CHILD TO USE DIGITAL TECHNOLOGIES AT SCHOOL \***

# Digital Technologies Acceptable Use Agreement

**We** have read and understood this Digital Technologies Acceptable Use Agreement and we are aware of the school's initiatives to maintain a cyber-safe learning environment.

I will endeavour to always demonstrate *safe and responsible behaviours* when I use digital technologies.

Name of student..... Class .....

Signature of student..... Date.....

## For the Parent/Guardian, my responsibilities include:

- ✓ Ensuring this User Agreement is signed read through, explained and then signed by myself and my child and returned to the school.
- ✓ Encouraging my child to always demonstrate *safe and responsible behaviours*.
- ✓ Contacting the school if there is any aspect of this Acceptable Use Agreement I would like to discuss.

Name of parent/guardian.....

Signature of parent/guardian..... Date.....