



TECHNOLOGY AGREEMENT 3 to 6

Students and Parents

Dear Parents/Carers

At Sunbury Heights Primary School, everyone has the right to learn, to be safe and feel comfortable. In line with these rights and our Student management and Cyber safety policies, we expect everyone to use technology safely and respectfully. Students have access to a number of devices including but not limited to laptops, iPads, tablets and XO's. Wireless connection allows students to access and use information from the Internet.

Before students start using technology at school there are a few very important things they need to know and we ask that they semi-formally make a usage agreement.

Please read the following information to your child and explain to them that writing their name where indicated means that they agree to use technology safely and respectfully:

Access to technology at school will mean that you will have opportunities to work with other students and every student in the school will have access to a camera and video. This significantly increases the possibility of work and images being shared. You must;

- ask for permission before taking a photo or video of someone or their work
- ensure that you do not publish (in any form, including social media) the photo, video or work of any other students or staff member

If you do not keep to this agreement, or your use of technology negatively impacts on the rights of others there will be consequences in line with our student management policy. Most likely your use of technology will be restricted or you will be banned completely for a period of time. This will be recorded in your school history.

For more serious matters, and if a criminal offence occurs, the Department of Education and Training Victoria, and the police will be notified.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to)

- school owned ICT devices (e.g. laptops, ipads, tablets, printers and scanners)
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook) Note that **Students under the age of 13 should not be on social media**
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- vod and podcasts
- video conferences and web conferences.
- websites

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities. It also applies if school owned devices are being used outside school hours.

Student Agreement

When I am at school I agree to be a safe and responsible user of digital technologies and to abide by the following rules and behaviours; acknowledging that my teachers are considering my safety and well-being at all times.

I agree to:

- use equipment with care and respect and as directed by a teacher
- keep passwords and log-on details private
- use only my first name (do not give out your last name, phone number or address)
- be polite and kind to others (everything you do on the Internet can eventually be tracked back to you)
- respect other people's work (never change or delete work done by others)
- use the Internet for learning only (when you are at school you must only use school related websites, you must not view or download anything which is not directly related to your work)
- tell a teacher immediately if you accidentally access an inappropriate website or if you do something that could be 'wrong'. If you feel uncomfortable or unsafe tell a teacher

- let a teacher know if someone else accidentally accesses an inappropriate website or does something that could be 'wrong'
- write where work or pictures you have downloaded came from (copyright is important – be aware of what you can and can't use from the Internet)
- work to help others (avoid causing problems that teachers and technical staff have to fix)
- help keep our network virus free by being mindful of what you click on
- carry laptops with two hands while walking across the room and close the lid gently.
- use a keyboard gently and wait patiently for programs to load or pages to change
- not damage the screen with my fingers, pencils etc.
- only use the website or game that my teacher has shown me
- use any other school digital equipment such as cameras with care and respect
- leave electronic toys, games or equipment at home to keep them safe
- only use search engines such as Google under the teacher's direction
- only allow teachers to download apps or music on the iPads. Students are not allowed to go to the App Store, iBook or iTunes store at any time.
- only use digital media tools i.e. camera, video and iMovie during teacher approved activities.

Parent agreement

As a parent/ carer, I understand that it is not possible for the school to screen or filter out all the material which students may access that is inappropriate, offensive or controversial. I have discussed this with my child and reinforced that they are not to access, store or copy such material. I have explained to my child that if they accidentally access such material they are to contact a teacher immediately.

I understand that it is not possible for staff to supervise the screen of every student at any one time. I have made my child aware that it is their responsibility to use technology appropriately for learning.

I understand that if my child does not keep to the agreement they have signed, or their actions impact negatively on the rights of others, consequences will apply in accordance with Sunbury Heights' Student Behaviour Management and Cyber safety policies. I will support the school in regard to any action taken.

I understand that if there is a need for students to bring mobile phones or digital communication devices to school, they are not to be used during school hours and are to be signed in and out of the library at the beginning and end of the school day.

Student name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Technology and the media are being increasingly used in all aspects of our lives. At Sunbury Heights we work hard to promote student achievements and community involvement through local and state papers, and through the school website and Facebook page.

Students will be working together on tasks which may involve the use of photos and video. This work may then be published by the teacher and therefore your child's work or photograph (also video footage) may appear in the school newsletter, newspapers, school brochures, public displays or on the Internet (school website or Facebook page).

It is becoming increasingly difficult and time consuming to monitor which children have permission for their work, photograph and video to be published in which form. Please indicate through signing, your choice in regard to the publishing of work, photos and video.

I give permission for my child's work, photo and video footage to be used by the school.

This means that my child's work, photo or video footage may be used in the newsletter, newspapers, school brochures/publications, public displays or on the Internet.

Signed _____

OR

I DO NOT give permission for my child's work, photo and video footage to be used by the school.

This means that my child's work, photo or video footage **WILL NOT** be used in the newsletter, newspapers, school brochures/ publications, public displays or on the Internet.

Signed _____

