



STUDENT PROTOCOLS for the ACCEPTABLE USE of ICT 2023

Acceptable Use Agreement

Being Cyber Smart is important for young children. By the time they arrive at school many are already online or using digital technologies. They visit their favourite websites, play games, and use social media or various applications.

Moonee Ponds West Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/carers. We request that parents/carers work with us and encourage this behaviour at home.

At Moonee Ponds West 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 Wellbeing Policy that clearly states our school's values and the expected standards of student behaviour, including Rights and Responsibilities and the logical consequences for inappropriate behavior.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service (Netspace) but acknowledge that full protection from inappropriate content can never be guaranteed.
- Access to media sites such as YouTube are only accessible by staff-on-staff devices.
- Ensure the various technologies are looked after.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students, and
- Support parents/carers 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.
- Limit access to sites

Student's Safe and Responsible Behavior:

When I use digital technologies, I will:

- Communicate by thinking and checking that what I write, post, or pass on is polite and respectful.
- Use the information to help me but I write it in my own words (not plagiarise).
- Protect my personal information and that of others. I am aware that full names, photos, birthdays, addresses, and phone numbers are examples of personal information and are not to be shared online.
- Protect my password and not share it with others.
- Only join a space online with my teacher's permission and guidance.
- Either turn off the screen or use the back button if I see something that is inappropriate and then tell a trusted adult.
- Look after the equipment I use.

Additional Guidelines for the use of Digital Technologies at Moonee Ponds West Primary School:

I will:

- Use technology to assist my learning.
- Save my work in my own folder and not interfere with the work or data of other students.
- Bring, transfer, and save home/school related tasks via a USB and with my teacher's permission.
- Only bring or download authorised programs, including games, music, photos, or videos to school or run them on school computers with my teacher's permission and supervision. This will include the use of USBs.
- Save music, photos, and videos into folders when it is to be used as a part of my learning.
- Only use digital devices during my break time (outside/inside) with my teacher's supervision.
- Use computers for schoolwork (not the Internet) with my teacher's permission at break times when it is a hot or wet day timetable.

EQUIPMENT

Damage to any device will be report to the classroom teacher immediately to follow up.
All matters of damage will refer to the school's Device Repairs and Replacement Policy.

Computers (Mac Books/ Yogas)

I will:

- Look after the screen.
- Check that any cords are attached safely if needed.
- Keep food or drink away from the computer/s.
- Report any damage or problems to the classroom teacher immediately.
- Leave settings as they are (i.e., desktop background).
- Save and backup all work to my school Google account.
- Not download any applications without permission from my classroom teacher.
- Shut the screen when not using the computer or when moving around.
- Only carry one at a time.
- Sit at a table when using them.
- Shutdown, return and connect the device to a charger when I have finished using it.

Printers

I will:

- Select the appropriate printer.
- Check with my teacher before printing & reprinting.
- Report any printer that is not (i.e., paper jam, no paper, not responding) to my teacher immediately.

iPads

I will:

- Ask my teacher before using the iPad.
- Carry the iPad with two hands.
- Sit with the iPad unless I need to take photos and/or videos.
- Close all the apps after I use the iPad.
- Tell my teacher if a problem occurs.
- Charge the iPad before I put it back in the box.
- Keep the iPad in its cover.
- Keep drinks and food away from the iPad.
- Leave all the settings (including apps) as I find them.
- Make sure that heavy items are away from the iPad.
- Delete any photos/movies etc. that I don't need anymore.

Moonee Ponds West Device Repairs and Replacement Policy

As per the school's Acceptable Use Agreement there will be process for logical consequences for inappropriate behaviour and use of technology. In the case of damage to school ICT devices, the Principal or their nominee may determine if a student/family will be required to pay any costs of repairing or replacing a device damaged out of deliberate or negligent behaviours.

All damage must be reported directly to the classroom teacher as soon as possible. The teacher will follow up the circumstances of how the damage occurred. The device will be sent to the ICT coordinator and IT technician for assessment for repair or replacement.

If deemed necessary based on the review of how the damage occurred, a letter will be sent home to parents outlining the logical consequence for the actions, including any costs to be covered for repair or replacement. All incidents will be recorded on Compass, in the Chronicle section.

The table below outlines the school's process for determining repair and/or replacement costing based on student's responsible use of and care for the device and a logical consequence for their actions.

Negligent Damage of device:

If determined that the damage to the device was due to negligence, then the following schedule will be used:

Contribution amount		Student Accessibility Limited
1 st Instance of negligent damage	\$50	Student will have restricted access for an agreed amount of time based on the severity of damage and how damage occurred.
2 nd Instance of negligent damage	\$150	Student will have restricted access for an agreed amount of time based on the severity of damage and how damage occurred, taking into consideration that it is the second instance of negligent damage.
3 rd Instance of negligent damage	Full cost for repairs or replacement of device	Student will have restricted access for an agreed amount of time based on the severity of damage and how damage occurred, taking into consideration that it is the third instance of negligent damage. Student will be placed on an ICT plan for their use of technology.

Deliberate Damage of the device:

If determined that the damage was caused deliberately, then the following will occur:

Contribution amount		Student Accessibility Limited
Minor to Major Damage – device requires repair	Full cost of repairs required	Student will have restricted access for an agreed amount of time based on the severity of damage. Student will be placed on an ICT plan for their use of technology.
Extreme Damage – device requires full replacement	Full cost for replacement device	Student will have restricted access for an agreed amount of time based on the severity of damage. Student will be placed on an ICT plan for their use of technology.

- Negligent Behaviour includes a lack of care or responsibility towards a device that directly results in damage occurring that could have been avoided.
- Accidental damage is deemed where there is no fault on the student's behalf or unavoidable damage has occurred.



Note:

Students, parents/carers & teachers need to understand and thus follow the guidelines outlined. Access to our ICT facilities is a privilege. Inappropriate use will result in a loss of that privilege as a logical consequence of inappropriate actions.

This agreement must be signed and returned to school, where it will be placed in the student's file. This agreement will be updated and signed off on each year.

Student's Full Name: _____ **Room No:** _____

Student's Signature:

Date: _____

Parent /Guardian Agreement

I agree to allow my child _____ to use Information and Communication Technologies (ICT) at Moonee Ponds West Primary School for educational purposes. Including:

- Compass School Manager
- For samples of my child's work and photos of my child to be used in Compass for sharing with my child or their parents for educational and academic reporting purposes
- Use of a range of secure educational programs, websites, and apps to support their learning under the supervision and management of school staff. Such as Matifics, Epic, Sunshine Online, Google Apps for Education, Microsoft Office, ACER- PAT testing.

I have read and discussed the above protocols and expectations with my child.

Parent /Guardian Signature: _____

Date: _____

References

State Government of Victoria -
<http://www.education.vic.gov.au/healthwellbeing/respectfulsafe/cyberbullying.htm>

Allanah and Madeleine Foundation - <http://www.amf.org.au/>

Esafety Commission- www.esafety.gov.au