Part A– The agreement to be signed by the student and parent.

Eastwood Primary School is providing students access to the school’s electronic network. This network includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment / software for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the expectations for students’ acceptable use of the EWPS electronic network. Please read thoroughly, sign and return to the school.

General Unacceptable Behaviour

- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use language that is inappropriate in an educational setting.
- Students will not abuse network resources such as sending chain letters or ‘spamming’.
- Students will not display, access or send offensive messages or pictures.
- Students will respect others when they talk to and work with them online and never take part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour.

E---Mail and World Wide Web

- Students will follow all teacher instructions regarding the use of the Internet and E---mail.
- Students will always use the Internet and E---mail in a responsible manner.
- Students will ensure that any email they send does not contain inappropriate content.
- When using the Internet, students will only access appropriate information, which is relevant to their work. Students will make no attempt to access inappropriate material.
- Students will not go looking for rude or offensive sites.
- Students will ask their teacher to help them get permission if I want to use information or pictures from the web.
- Students will think carefully about what they read on the internet, question if it is from a reliable source and use the information to help them answer any questions. (They should not copy and paste the information as their answer)
- Students will talk to their teacher or another adult if:
  (a) They need help online
  (b) They are not sure what they should be doing on the internet
  (c) They come across sites which are not suitable for our school
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(d) Someone writes something they don’t like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
(e) They feel that the welfare of other students at the school is being threatened

- Students agree to use online classroom access and communication tools such as wikis and blogs to enhance their ability to access classroom curriculum material. Students will not include unsuitable material or inappropriate language while using these systems.
- Group pictures without identification of individual students are permitted. Student work may be posted with student first name only.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone or school address.
- Students will promptly disclose to a teacher any message received that is inappropriate or makes the student feel uncomfortable.
- Students will only use their first name on the World Wide Web and email communications (Students should understand the importance of not including surnames and addresses or giving out personal details). Students will respect the privacy of teachers and fellow students by not giving out their personal details or reading their email.

Hardware and Peripherals

- Students will take great care of all ICT equipment in the school. This includes computers (Desktops, Laptops), interactive data panels, projectors, digital cameras, ipads, ipods, printers, scanners, microphones and headphones.
- Students will use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school.
- Students will not bring or download unauthorised programs, including games, to the school or run them on school or their personal computers.
- Authorized teachers can access files stored on the school network. Routine maintenance and monitoring of the EWPS electronic network will be carried out. Students should not expect that files stored on school servers are private.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
• Videoconference sessions may be videotaped by EWPS staff or by a participating school involved in the exchange in order to share the experience.
• Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behaviour by students apply during all videoconference sessions.

Mobile/Digital Devices (eg iPod, ipads)

• Students will only use the device for learning purposes as directed by their teacher.
• Students will act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful.
• When using a mobile device such as a camera students will:
  (a) Only take photos and record sound or video when it is part of a class or lesson and you have teacher approval
  (b) Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
  (c) Seek teacher permission before uploading any content to websites (e.g. blogs)

This Acceptable Use Guidelines for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

Failure to adhere to the ICT Acceptable Use Guidelines --- WILL result in the student forfeiting their privilege to be part of the Eastwood Primary School Electronic Network.
Appendix 1
ICT Acceptable Use Agreement

Student section

Student Name: _________________________________

Class: ___________ Date: ____________

I have read the Eastwood Primary School ICT Acceptable Use Policy document. I agree to follow the rules contained in the guidelines.

I understand that failure to follow this ICT Acceptable Use Guidelines - WILL result in me forfeiting my privilege to be part of the Eastwood Primary School Electronic Network.

Student Signature: ___________________________

Date: _____________________

Parent Section

I have read the Eastwood Primary School ICT Acceptable Use Guidelines document.

I give permission for my child to access all components of the school electronic network, which includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment / software for educational purposes.

I understand that failure to adhere to this ICT Acceptable Use Guidelines - WILL result in my child forfeiting their privilege to be part of the Eastwood Primary School Electronic Network.

Parent/ Guardian Name: ____________________________

Parent/ Guardian Signature: __________________________

Date: _____________________
Part B – The schools’ support for responsible and ethical use of technology?

Eastwood Primary School uses the Ultranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Ultranet, internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Eastwood Primary School we:

- have a cybersafe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.
- provide a filtered internet service
- provide supervision and direction in internet activities and when using mobile technologies for learning
- use mobile technologies for educational purposes (e.g. photos from excursions)
- work towards setting tasks that ask your child open questions, so they can’t copy and paste all answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and through the document attached to this agreement.
- provide students access to a cybersafe learning environment (the Ultranet) in which children can develop appropriate skills in a protected and monitored learning environment.
Part C - Advice for Parents
Please keep this as a resource to use at home

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not ‘virtual’ issues. They are real and can harm and hurt.

At home we recommend you:
- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask them to give you a tour of their ‘space’ if they are using a site which allows them to chat, publish photos, play games etc
- always get them to set their space to ‘Private’ if they use a social networking site like Myspace, Bebo or Pixo (they are then in control of who can contact them and accesses their information)
- have the computer with internet access set up in a shared place in the house – not your child’s bedroom
- negotiate appropriate times for you child’s online activities and use of mobile phones.
- ask questions when your child shows you what they are doing
  - how does it work, how do you set it up and can you block out people?
  - who else is sharing this space or game - did you know them before or ‘meet’ them online and what do you know about them?
  - why is this so enjoyable – what makes it fun?
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - when would you inform an adult about an incident that has happened online that concerns you?

Support information for parents around the agreement.

When I use technology, both at school and at home I have responsibilities and rules to follow.
Eastwood Primary School believes the teaching of cybersafe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school.
21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybcitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police.
This includes harassment of others and publishing of inappropriate images.
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The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students from their class/school both at school and at home. The Ultranet will be active at Eastwood Primary School.

The Ultranet is designed as a learning space, accessible at home. It will not stop or replace access to the internet for your child.

Behaving according to school Code of Conduct
The school’s Code of Conduct encompasses not only the rules of the school, but also those desired behaviours and values that your school community believe are important for all students.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.
Many students like to publish information about themselves and their friends in spaces like MySpace, Club Penguin or blogs. This can put them at risk of being approached, groomed, and/or bullied online.

We recommend that they:
- don’t use their own name, but develop an online name and use avatars where available
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don’t allow anyone they don’t know to join their chat or collaborative space. Use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it).
- Utilise a cybersafe environment, such as Ultranet

Being respectful online and not participating in online bullying or hurtful behaviour.
The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Being online can make students feel that they are anonymous (even though online interactions can be traced), and often their environment has very few adults.

Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed.

Participation in bullying or hurtful actions can take many forms in the online world (for example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person).

Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student
By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as ‘free’, but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school’s technology is another issue and as many computers are shared at school, their care is important.

The Ultranet is designed as a learning space and the tasks set within it are clearly educational. At a home with internet, students will be able to access their Ultranet learning space. They will also have access to the rest of the internet. If your child is spending hours online ‘doing their homework,’ it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.
Not bringing or downloading unauthorised programs (including games) to the school or run them on school computers
The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all school equipment and student work at risk.

Not looking for rude or offensive sites.
Filters block a lot of inappropriate content, but they are not foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

Using the internet / mobile technology at school to learn.
It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Asking teacher to help get permission before using information or pictures
Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions
Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.
Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, if you say to your child, “Tell me about wombats” you might encourage him/her to copy and paste facts and images about the wombat. However, if you ask “What would a day in the life of a wombat be like?” you may encourage your child to think about different aspects of the animal’s life and draw together the different pieces of information.

Talking to my teacher or another adult if I need help or see something I don’t line online
The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.
If you have any concerns about this agreement or internet safety contact your school or call 1800 880 176 or visit [http://www.cybersmartkids.com.au/for-parents_tips.htm](http://www.cybersmartkids.com.au/for-parents_tips.htm) or email connect.manager@edumail.vic.gov.au