POLICY:
DIGITAL TECHNOLOGIES STUDENT ACCEPTABLE USE AGREEMENT

Dear Parents/Guardians,

This agreement is being sent home to ensure that students are aware of being a safe, responsible user of digital technologies. Also that digital technologies are utilized to promote the students' achievements and are highlighted in school and on occasions local and DET publications. Parts 1 and 2 are be completed and sent back to school.

At Brentwood Park Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Brentwood Park Primary School implements the eSmart framework. Cyber safety and responsible online behaviour is adopted by students, teachers and parents within school and home environment. Safe and responsible behaviour is taught and applied at our school and parents/carers are requested to continue to reinforce this behaviour at home. The following documents are available on the school website:

- Digital Learning Policy
- Privacy Policy
- eSmart Policy
- Student Engagement Policy

At Brentwood Park Primary School we:

- educate our students about digital issues such as online privacy, intellectual property and copyright
- supervise and support students using digital technologies in the classroom
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- have the eSmart framework implemented at the school and work with students to outline and reinforce the expected eSmart behaviors
- provide a DET filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning, including Microsoft 365, G suite for Education, Mathletics and Reading Eggs in specific year levels
- provide access to the Department of Education and Training Victoria (DET) approved sites and Primary Connect search engine (https://fuse.education.vic.gov.au/primary) which can be used to direct students to web sites that have been recommended and reviewed
- address issues or incidents that have the potential to impact on the wellbeing of our student
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- only use photographs and videos of students if permission is granted (no surnames)
- support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and the Children's eSafety Commission:
    - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - iParent | Office of the Children's eSafety Commissioner https://www.esafety.gov.au/education resources/iparent
    - Cyber Smart https://www.cyber.gov.au/
    - eSmart — Alannah and Madeline Foundation https://www.amf.org.au/

SAFE, RESPONSIBLE AND BEHAVIOUR:

When I use digital technologies I communicate respectfully by:

- always thinking and checking that what I write, or post is polite and respectful.
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel.
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

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 is not to be shared online. This means I:

- protect my friends' information in the same way.
- protect my passwords and don't share them with anyone except my parent or teacher.
- only ever join spaces with my parents or teacher's guidance and permission.
- never answer questions online that ask for my personal information.

When I use digital technologies I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online.
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help.
- protect 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 or if I know someone else is upset or scared.
- don't deliberately search for something rude or violent.
- turn off or close the screen if I see something I don't like and tell a trusted adult.
- am careful with the equipment I use.

At school I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- discussed ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

BRENTWOOD PARK PRIMARY SCHOOL

PART 1

DIGITAL TECHNOLOGIES STUDENT ACCEPTABLE USE AGREEMENT

I understand and agree to comply with the terms of the Digital Technologies Student Acceptable Use Agreement and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences if I do not behave appropriately.

Student name: _____

Student signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

PART 2

Brentwood Park promotes the use of digital technology to highlight the students' achievements and permission is required to take photographs and videos.

USE OF DIGITAL TECHNOLOGIES TO TAKE PHOTOGRAPHS/VIDEOS PERMISSION FORM

DESCRIPTION	PERMISSION √
I give permission for my child/children to be photographed or video-taped for any school publications (first names only printed) for the following: • school publications and displays - hard copy or electronic distribution • school internet site (Department of Education and Training) DET • local newspaper publications • bpTV news on a school-based site (security/permissions set on the site)	Yes No

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Acceptance on this date remains in place until the school is otherwise informed and will be held on file for the duration of your child's enrolment.

Confidentiality of the information will be maintained and only be used for the specific purpose, unless otherwise required by law.