

St Elizabeth's is a Child Safe environment where all are engaged in keeping children safe.

Rationale

At St Elizabeth's we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

St Elizabeth's offers internet access to its students and staff. Access to the school network and the Internet service is a privilege not a right. The intent of this agreement is to ensure that users use this access in a manner consistent with the purpose of providing this Internet service. Parents and guardians are asked to review this agreement and discuss it with their students. The Internet is a global network linking computers around the world. Internet use provides valuable opportunities to support our Vision Statement, particularly that "We take advantage of contemporary tools and learning environments to support the provision of relevant, rich and personalised learning opportunities."

The Internet service is not a public forum and the school reserves the right to place reasonable limits on materials posted or accessed through the service. While the Internet possibilities are tremendous, it also has potential for abuse. To use the school Internet service the user must take full responsibility for his or her own actions. St Elizabeth's shall not be liable for the actions of anyone accessing the Internet through this or any other Internet connection.

At St Elizabeth's we:

- abide by the school's values of Mutual Respect, Shared Responsibility, Cooperation, Social Equality and Self Discipline
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- 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 including those involving online services



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- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from appropriate Government agencies such as the Office of the Children's eSafety Commissioner.

Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

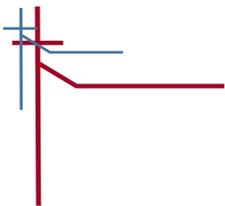
- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet 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
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet 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 for my age 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



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- 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.

When I use digital technologies and the internet I will only use my device in the allocated time given to me unless directed to share another device by a teacher. When I use the internet I will:

- Not use an automatic "save" for sites I access via the schools Chromebooks
- Only send emails using my school email account when using school ICT equipment (Chromebooks are school property but we allow students to use them as a personal tool)
- Ensure that my screen is visible to school staff at all times when using ICT
- **NOT** download movies, pictures, photos, videos, games etc onto school ICT equipment unless I am directed to do so by a teacher
- **NOT** change my password unless directed by my teacher
- **NOT** use Social Media sites/apps on my school device (e.g Snapchat, Instagram, TikTok, Facebook etc).

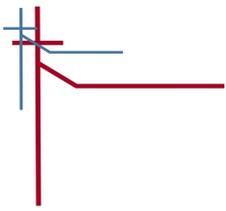
I will use this knowledge at school and everywhere I use digital technologies and the internet.

Acknowledgment

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

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extracurricular activities, and at home.

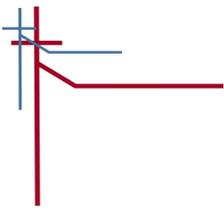


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Privacy

When using the Internet or any user accounts provided by the school such (e.g., Google Apps,) users should be aware that all activity can be monitored and should not be considered private.



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Agreement (please sign & return)

In accessing technology at St. Elizabeth's, students agree to be bound by the principles outlined in this Agreement with regard to the use of email, Internet and network resources.

Student Declaration:

Student Name: _____ Learning Community: _____

By signing this document, I acknowledge that I have read and understood the St. Elizabeth's Student ICT Acceptable Use Agreement.

I agree to conduct myself according to the principles it contains.

I further acknowledge that I am responsible for the storage and backup of my data, and my conduct while online.

I understand that any breach of this policy can result in consequences as deemed appropriate by St. Elizabeth's Parish School. (For example, loss of rights to use technology).

Signed:

Date:

Parent/Guardian Declaration: Parent/Guardian Declaration:

I, _____, acknowledge that I have read and understood the

St. Elizabeth's Student ICT Acceptable Use Agreement. I agree that my son/daughter will conduct themselves according to the principles it contains.

I understand that any breach of this policy can result in consequences for my son/daughter, as deemed appropriate by St. Elizabeth's Parish School.

Signed:

Date:
