



## eSmart Acceptable Use Agreement – Year 3 to Year 6

Being cybersmart is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as YouTube and Google.

### Our School Commitment

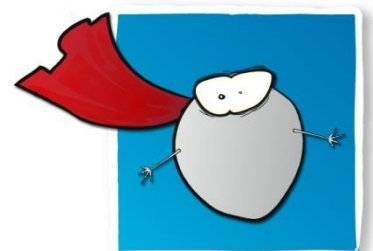
*Willaura Primary School recognises all students have the right to learn and the right to feel safe and this extends to our students being responsible users of digital technologies. It is important that our students uphold the schools values of **Stay Safe, Try Your Best, Act Responsibly and Respect Others** in their online community as well as their school community. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.*

Twenty-first century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest learning benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

At **Willaura 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 an eSmart Guideline that clearly states our school's values – **Stay Safe, Try Your Best, Act Responsibly and Respect Others** - and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies
- support students in developing their digital literacy skills
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- use mobile technologies for educational purposes including but not limited to cameras, devices, podcasts, video recordings, audio recordings or photos
- 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
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians 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
- provide parents/guardians with a copy of this agreement.
- Complete the Budd:e Cybersafety Program and eSmart Scope & Sequence with all students.



## Year 3 to 6 Student Agreement-

### When I use digital technologies I will:

#### 1. ***Communicate respectfully by thinking and checking that what I write or post is polite and respectful.***

This means:

- Ⓢ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- Ⓢ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- Ⓢ not copying someone else's work or ideas from the internet and presenting them as my own. I will include the link.

#### 2. ***Protect my personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.***

This means:

- Ⓢ protecting my friends' information in the same way
- Ⓢ protecting my password and not sharing it with others
- Ⓢ only joining a space online with my parent or teacher's guidance and permission
- Ⓢ never answering questions online that ask for my personal information.

#### 3. ***Look after myself and others by thinking about what I share online.***

This means:

- Ⓢ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- Ⓢ speaking to a trusted adult if I see something that makes me feel upset or if I need help
- Ⓢ speaking to a trusted adult if someone is unkind to me
- Ⓢ speaking to a trusted adult if I know someone else is upset or scared
- Ⓢ talking to a trusted adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

## Willaura Primary School

- Ⓢ stopping to think about what I post or share online
- Ⓢ using spaces or sites that are right for my age
- Ⓢ not deliberately searching for something rude or violent
- Ⓢ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- Ⓢ being careful with the equipment I use.
- Ⓢ make sure I understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint that I am responsible for
- Ⓢ think critically about how I use content posted on the internet and respect the intellectual property of others
- Ⓢ not bring or download unauthorised programs, including games, to the school or run them on school computers.

#### 4. ***When I use my mobile phone, iPod or other mobile device I will:***

- Ⓢ keep my mobile device on silent and hand this device to my class teacher in the morning, unless other arrangements have been approved by the Principal
- Ⓢ protect the privacy of others and never post or forward private information about another person;
- Ⓢ only take photos and record sound or video when it is part of an approved lesson or learning experience;
- Ⓢ seek permission from individuals involved before taking photos, recording sound or videoing of them and before sharing this online through email, the internet or social networking;
- Ⓢ be respectful with the photos I take or video I capture. I will never use these as a tool for making someone else feel uncomfortable or unsafe

## Student Declaration

### PLEASE RETURN THIS SECTION TO SCHOOL

To complete the eSmart Acceptable Use Agreement, you need to complete at least three examples of behaviours you will follow that will reflect the school's values – *Stay Safe, Try Your Best, Act Responsibly and Respect Others* – in an online environment for each of the areas discussed.

**When I use digital technologies I will:**

- 1. communicate politely and respectfully.**

This means that I will:

write nice things to other people

not make someone feel sad

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- 2. protect personal information**

This means that I will:

not share my photo online

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- 3. look after myself and others.**

This means that I will:

not share my friends' photo online

tell my teacher if someone is unkind to me

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_