



Dear parents and guardians,

Digital technologies and the internet are essential for modern learning.

We know however, that these technologies need to be used responsibly. We'd like you to work with us to ensure that your child understands what is safe and responsible to do.

That's why we've developed this Acceptable Use Agreement. It aims to help you have a discussion about safe and responsible use of computers and the internet with your child.

Please read it, discuss it with your child, and then sign and return it.

It isn't a legally binding document, but in signing it you say you are committed to help us with this important issue.

Further information about how to best support your child can be found on the following websites:

[Australian Communications and Media Authority](http://www.acma.gov.au) - information about how to filter digital content
<http://www.acma.gov.au>

[Kids Helpline](http://www.kidshelp.com.au) activities and games for students to learn about how to be safe online
<http://www.kidshelp.com.au>

[Bullying No Way](http://www.bullyingnoway.com.au) - information on cyberbullying for parents and children
<http://www.bullyingnoway.com.au>

[DEECD](http://www.education.vic.gov.au/school/teachers/support/Pages/safeandresponsibleuse.aspx) - safe and responsible use of digital technologies

<http://www.education.vic.gov.au/school/teachers/support/Pages/safeandresponsibleuse.aspx>

Yours sincerely,

Sheryl Skewes
Principal

**Acceptable Use Agreement for
Digital Technologies and the Internet
at Beaumaris Primary School**

For Prep -2 students

I agree that I will never

- send mean or bullying messages or forward on messages like these to others
- copy someone else's work I find on the internet and pretend it is mine
- share information including my, or my friends', full name, photo, birthday, address and phone number on the internet
- share my passwords
- join a website without my parents' or teacher's permission
- search for something rude or violent
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I agree that I will

- 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 my friends
- only use websites that are appropriate for my age
- be careful with computers and other equipment I use.

For year 3-6 students

I agree that **I will never**

- participate in online bullying
- share my personal details, or those of my friends, including full name, telephone number, address or passwords on the internet
- interfere with network systems and security, the data of another user or attempt to log into the network as someone else
- download unauthorised software
- use a mobile phone during class times unless I have permission to do so
- take photos or record sound or video at school unless I have permission to do so

I agree that **I will**

- talk to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully consider everything I upload or post online
- pay attention to the terms and conditions of websites I use, particularly age restrictions and parental consent requirements
- handle computing devices with care and notify a teacher if they are damaged or do not work
- if necessary, request permission to use images and text, I find on the internet in my work
- obtain written permission from people who appear in images or recordings before forwarding them to other people or posting them to the internet.

For parents

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments used by our school or accessed using school networks or systems.

This includes, but is not limited to the use of:

- desktop computers, laptops, tablets, ipods, printers and scanners owned by the school
- mobile phones
- email and instant messaging applications (e.g. Snapchat)
- the internet and school intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs and other websites (e.g. Wordpress)
- microblogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- video conferences and web conferences (e.g. Skype)

This agreement applies when my child is using any of these digital technologies at school, at home and during school excursions, camps and extra-curricular activities.

I agree to explain to my child their responsibilities and ensure that he or she understands them.

I agree to explain to my child that not acting responsibly will result in consequences as outlined in the school's Student Engagement Policy.

To be signed by parent or guardian

My child's name

My name.....

My signature..... Date.....