

DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

Definition of Digital Technologies

- This Acceptable Use Agreement applies to all digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including:
 - **Google Workspace for Education.**
 - School owned ICT devices (e.g. desktops, laptops, iPads, printers, cameras, scanners).
 - Devices issued to students as part of our 1:1 program.
 - Email and instant messaging.
 - Internet and Intranet.
 - Blogs.
 - Wikis (e.g. Wikipedia).
 - Podcasts.
 - Video conferences and web conferences.

BASIC UNDERSTANDING:

- The use of all **Digital Technologies and the computer network** provided by Iramoo Primary School is seen as a privilege and not a right.
- Access is provided to promote educational excellence through facilitating resource sharing, innovation and communication.
- Responsible and acceptable use is the underlying principle. Students are expected to be polite, use appropriate language and respect the privacy and access rights of others at all times.
- They are to exhibit the same high standards of behaviour when using the school network, resources and the internet as expected at all other times and in all other places.

ACCESS:

- Information about Digital Technologies will be sent out to all parents/guardians annually and include a copy of the **DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT**.
- **Each student** will be issued with an Iramoo **Computer Network Account** which will have the following facilities:
 - Personal login.
 - Access to school based programs, Apps and resources.
 - A space to save and store documents, pictures, movies and audio files.
 - Limited access to teacher specified online resources such as Reading Eggs and Matific.
- **Each student** will be issued with a '**Google Workspace for Education**' account which will provide additional access to online resources such as:
 - Online storage
 - Document editors
 - Collaborative workspaces
- **Students in Years 4 to 6** are more active and independent users of **Digital Technologies** and will have additional access to tracked and filtered internet resources.
- In addition, **students in Years 4 to 6** will be involved in our school's **1:1 iPad Program** where each student is:
 - Issued with a school owned iPad for which they are **solely** responsible.
 - Provided with the opportunity for 24/7 access to their device.
 - Expected to abide by the principles of **safe and responsible use** outlined in this '**DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT**' no matter where that child's device is being used.

GUIDELINES (YEAR 4 to 6):

- Students must keep passwords confidential and change their password or notify the system administrator if they believe their password is known to others.
- Respect the privacy of all users when using the **Digital Technologies** provided by the school, including the Internet and must not attempt to access other users' accounts. · Respect the privacy of all users when using digital photography.
- Never disclose personal information on the internet.
- Students must only download or store files for educational purposes.
- Students must only use the **Iramoo Network** and its resources such as the internet in line with the school values of Respect, Responsibility and Relationships.
- Students are expected to comply with copyright guidelines.
- Should students inadvertently access inappropriate or questionable material they must notify their supervising teacher.
- Students detecting any inappropriate or irresponsible use by other students of the school's **Digital Technologies** resources are expected to notify their teacher immediately.
- Students must **only** use their '**Google Workspace for Education**' facilities for educational purposes.

SIMPLIFIED GUIDELINES (PREP to YEAR 3):

For students in Prep to Year 3 a simplified version of this agreement can be discussed with the student including these 3 main ideas.

1. I will be respectful when using digital technologies.
2. I will not share personal information.
3. I will tell a teacher or adult if I am worried or unsure.

GENERAL:

- Network and internet accounts will be monitored and where appropriate subject to access restrictions and size limits.
- Samples of students' work may be displayed on the Iramoo Primary School Internet Homepage, identified using students' given name only. Parent/guardian permission will be sought if children's images are to be put on the Internet.
- Students' work and images may be placed on the Iramoo Intranet Site, identified by given name and grade. This information can only be viewed on Iramoo PS computers.
- Breaches of the school's **Digital Technologies Acceptable Use Agreement** will be dealt with in the same manner as other behavioural breaches. The school's Student Code of Conduct and Cybersafety Policies will form the basis of all necessary disciplinary actions or deliberations.
- The School Internet Administrator reserves the right to enter any student's network, internet or Google account in order to effectively manage network and internet usage.

The student and a parent / carer must agree to the **Digital Technologies Acceptable Use Agreement** before they will be issued with or continue to use the schools computer network or a '**Google Workspace for Education**' account. This agreement must be renewed annually.