

## Digital Technology Responsible Use Agreement

To best prepare our students for the 21<sup>st</sup> century, it is important that we support them to use digital technologies creatively and collaboratively, maximising the potential and possibilities of these tools. It is imperative that our students have the relevant skills and knowledge required to be ethically responsible Digital Citizens.

The purpose of this agreement is to ensure all members of our learning community have a clear understanding of the purpose and expectations to ensure safe and responsible use of digital technologies. It is important that teachers and families work together to ensure our students develop into Cyber Smart Citizens.

At Albanvale Primary School, we support the right 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 expectations of safe and responsible behaviour of all members of the school community. We are committed to nurturing safe, responsible and digitally aware global citizens.

At Albanvale Primary School we:

- have an Acceptable Use Agreement for Digital Technologies, Digital Technologies Policy, Internet Policy and Student Engagement and Wellbeing policy that states our school values and expected standards of student behaviour including actions and consequences for inappropriate online behaviour.
- educate our students to be safe and responsible users of digital technology.
- 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, with support from:

### **Bully Stoppers Duty of Care and Supervision**

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx>

### **Office of the Children's eSafety Commissioner**

<https://esafety.gov.au>

- 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 reported through online services.
- Recognise that some online activities are illegal and as such we are required to report this to the appropriate authority or police.
- 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 both the Department of Education and Training and Office of the Children's eSafety Commissioner:

### **Bully Stoppers Interactive Learning Modules – Parents**

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>

## Digital Technology Responsible Use Agreement

Access to digital technologies and the internet is not limited to the school setting. To reduce the risk of misuse it is important to understand roles and responsibilities of each of the defined 'Zones': School, Home and Public Zones. It is important for parents and students to understand that in the Home Zone, parents / guardians are responsible for use and access to digital technologies and digital internet experiences.

### School Zone:

*Teachers and students are responsible for:*

- Setting expectations for use and access to digital technologies and online experiences in the classroom.
- Teaching about cyber safety and Net-etiquette. developing a shared language.
- Modelling and exploring the positive potential of the internet to engage and positively enhance student learning, connectivity and digital experience, and to reduce the risk of misuse.

### Home Zone:

*Parents and their children are responsible for:*

- Setting expectations for use and access to digital technologies and online experiences in their home and public zones.
- Ongoing conversations about cyber safety and Net-etiquette.
- Developing a shared language.
- Modelling and exploring the positive potential of the internet to engage and positively enhance your child's self-esteem, learning, connectivity and digital experience to reduce the risk of misuse.

### Public Zone:

*Shared responsibility for developing awareness and understanding of how to be cyber smart for all digital citizens. With our students and your children this is an ongoing conversation about accessing and using the potential of the internet in a positive way. It is important to be consistent with language, expectations and remaining interested and aware of when and where children are accessing the net and what they are doing on it. It is important to understand and teach our children cyber-safe strategies to best protect themselves online.*

Setting consequence for a breach of actions is open to a range of variables, making it necessary to judge each incident on a case by case basis. It is vital that we embed a culture of cyber safety and digital responsibility from an early age to ensure students are able to safely and responsibly use technologies now and into the future. Incidents that occur digitally will be dealt with using a consequence that matches its real world equivalent. See table below for links between real and digital worlds. It is with this consistency that we can nurture the values in our students' need to be respectful, responsible and safe in our global world.

<u>Digital</u>	<u>Real world</u>
Hacking	Breaking and Entering
Piracy	Theft
Cyber Bullying	Bullying
Spamming	Vandalism

Our school values and expectations apply to all digital learning spaces and consequences will follow agreed learning community protocols.

## GOOGLE APPS FOR EDUCATION and SEESAW- PRIVACY INFORMATION AND CONSENT FORM

Albanvale Primary School uses Google Apps for Education and Seesaw in the classroom. Google Apps for Education is an internet based service provided by Google for educational purposes only. Google Apps for Education includes the following online services:

### Google Apps for Education ('online services')

1.Classroom	6.Sheets
2.Gmail	7.Slides
3.Drive	8.Sites
4.Calendar	9.Hangouts
5.Docs	10.Groups

### Terms and conditions

Google Apps for Education Terms and Conditions and privacy information can be found by clicking on the links opposite:

[http://www.google.com/apps/intl/en-in/terms/education\\_terms.html](http://www.google.com/apps/intl/en-in/terms/education_terms.html)  
<https://www.google.com/edu/trust/index.html>  
<https://support.google.com/works/answer/6056650>

Seesaw Terms and Conditions and privacy information can be found by clicking on the links opposite:

<http://web.seesaw.me/privacy-policy>

Seesaw gives your child creative tools to capture and reflect on their learning - in real time. Then this work is shared with you. Seesaw will give you a window into each of our classrooms and into your student's learning process.

### Consent for Google to access specific personal information of your child

We seek your consent for your child to use the above stated Google Apps for Education online services. To enable your child to sign-on and access these services, Google require access to your child's Department of Education & Training username, first and last name, year level and school.

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

### Parental access to Personal Information

The Department of Education and Training's use and handling of your child's personal information is governed by the *Privacy and Data Protection Act 2014 & Health Records Act 2001(Victoria)*. You can access personal information held by the Department about you and your child under the

*Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014*.

Google Apps for Education and Seesaw Terms and Conditions provides further information on how Google Apps for Education may use your child's personal information.

### Providing a safe online environment

Use of online services will be subject to classroom supervision during school hours. A 'Report Abuse' facility will be provided for students to report unacceptable behaviour. A nominated member of staff will address the issue **during school hours**.

To further assist your child in having safe and positive experiences online, you can refer to parent information on the Australian Government's Office of the Children's eSafety Commissioner website: <https://esafety.gov.au/>

In addition, staff at our school have been advised that the use of Google Apps for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload your child's personal, sensitive, health; or security classified information into Google Apps for Education.

### Student responsibilities when using online services

When using Google Apps for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement.

### Acknowledgement and Consent for student use of online services

By signing and returning this form you acknowledge, consent and confirm that:

- You have received and read this Privacy Information and Consent Form - Google Apps for Education & Seesaw.
- You understand how your child's personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time by written notification to the school.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

# Acknowledgement

**Once completed this form is to be returned to your child's classroom teacher.**

I have read the information about the online services and hereby consent for my child to access the online services. This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

## Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_