



Williamstown North Primary School No 1409

Learning Technologies

Code of Practice and Acceptable Use Agreement

Year 3 – Year 6

eLearning and ICT at Williamstown North Primary School

At Williamstown North Primary School, all students are provided with regular and consistent opportunities to utilise a variety of digital technologies to enhance their learning opportunities and enrich the learning environment. The world of technology is constantly changing and advancing and WNPS aims to support students and staff to embrace the potential of new resources and opportunities.

WNPS acknowledges that the internet can contain material that is illegal, defamatory, inaccurate or offensive to some people, and the school will provide adequate supervision to minimise the risk of exposure to unsuitable material. WNPS believes that the benefits of accessing the internet and digital technologies far exceeds any disadvantages and aims to provide students with the knowledge and skills to safely navigate the digital world of the 21st Century.

School Profile Statement

At Williamstown North Primary School, 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.

At our school we:

- have agreed 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 technologies.
- advise students of the potential dangers of using online social media sites and applications without restricting their settings to private.
- 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 reported through online services
- 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 both the Department of Education and Training and Cybersmart:
 - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

Safe and Responsible Behaviour

When **using Learning Technologies connected to the network** at Williamstown North Primary School, I will:

- Use all learning technology devices in an appropriate, respectful and responsible manner
- Only log on to the network as myself. If there is an issue with my account, I will seek assistance
- Only download authorised programs, for educational purposes, with explicit permission from a teacher
- Ensure that all personal network drives have appropriate folders set up to organise all files
- Ensure I am saving all of my work with the correct file name, file type and in the correct location.
- Use the school network to collaborate and only share educational resources required to complete set tasks with peers
- Ensure my use of any learning technology device, including all interactions with someone else, are considered appropriate, respectful and responsible by other students, staff and parents.

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 cyber bullying. I don't send mean or intimidating 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 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.
- protect my friends' information in the same way

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
- 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.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be an eSmart, safe and responsible user of digital technologies and the internet.

If the Agreement is not adhered to:

Breach Behaviours

Level 3 Breach	<ul style="list-style-type: none">• Interfering with the network security or the data of another user• Posting illegal or offensive material either on the learning technology device or on the internet, which other students, staff and parents would find inappropriate.
Level 2 Breach	<ul style="list-style-type: none">• Not abiding by copyright procedures when using content on websites• Using or attempting to use the personal logon details of another person• Sharing personal details or the details of other students including full names, phone numbers, addresses and images• Downloading unauthorised programs or files, including games, movies and music and running them on school computers
Level 1 Breach	<ul style="list-style-type: none">• Inappropriate and irresponsible use of the internet• Sharing log on details• Running unauthorised programs during class time without explicit permission• Using the internet for non-educational purposes• Not treating the equipment respectfully – including the way you move around the school with the device• Using social networking sites to communicate with others, without permission• Remaining on a site that has obscene language or offensive content

Consequences

Level 3 Breach	<ul style="list-style-type: none">• Reviewed by school leadership• Parent meeting• Lose ICT privileges and 1:1 device removed for a period of time (principal discretion)• Repeated Plagiarism: marks deducted from final assessment• Comment on Digital Technologies in student report
Level 2 Breach	<ul style="list-style-type: none">• Lose ICT privileges for a period of time (teacher discretion)• Parents notified• Internet access restricted• Laptop re-imaged (if appropriate)• Handwritten work to be submitted (not digital) for a period of time (teacher discretion)
Level 1 Breach	<ul style="list-style-type: none">• Restorative conversation / warning• Completion of class work during recess or lunch to make up for lost learning time• Laptop removed for 1-2 days (teacher discretion)• Plagiarism warning• Record on behaviour tracking sheet



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Student Agreement

I understand the expected standards of behaviour within this agreement and will use this knowledge at school and everywhere I use digital technologies and the internet.

I understand that there will be consequences if I choose to not follow these expectations, in line with the breach behaviours and consequences outlined in this agreement.

Student Name: _____

Class: _____

Student Signature: _____

Date: ____/____/____

Parent / Guardian Agreement

I agree to _____ using Learning Technologies and the Internet at school for educational purposes, including Web2.0 tools and secure online collaborative spaces, in accordance with this Agreement.

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure of unsuitable material.

I understand that the actions and consequences outlined in this agreement will be in place if my child does not make the appropriate choices.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date: ____/____/____