

# ACCEPTABLE USE AGREEMENT

(A copy of this Agreement can be found at [www.stcberwick.catholic.edu.au](http://www.stcberwick.catholic.edu.au).)

At St Catherine's School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- Provide opportunities to discuss and learn about ways to be safe, responsible and ethical users of digital technologies
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures.
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support student learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)

## **Safe, Responsible and Ethical Behaviour**

When I use digital technologies, 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 feel
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator

When I use digital technologies, 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 friends' information in the same way
- protect my passwords and don't share them with anyone except my parents
- 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 personal information about myself or others

When I use digital technologies, 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, 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 uncomfortable, 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

I will use this knowledge at school and everywhere I use digital technologies.

### **BREAKING THE AGREEMENT**

**If a student breaks the Student Acceptable Use Agreement a number of steps may be taken, as appropriate:**

- Withdrawal of individual log-on to intranet, internet or both for a period of time as deemed appropriate
- Parents notified
- Appropriate ICT rights withdrawn

Guidance will be provided from the Classroom Teacher as to how to avoid future problems.

### **ACKNOWLEDGEMENT**

#### ***Parent***

I understand and support 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 should my child not behave appropriately.

**Parent's signature:** \_\_\_\_\_ **Name (print)** \_\_\_\_\_

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

#### ***Child***

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 if I do not behave appropriately.

**Child's signature:** \_\_\_\_\_ **Name (print)** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Date:** \_\_\_\_\_