

## *Derrimut Primary School*

At Derrimut Primary 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 a **Student Wellbeing Handbook** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies, including ;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- 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;
  - **See: Duty of Care and Supervision**  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- 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 students' 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**  
([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>)

## Safe and Responsible Behaviour

Students will unpack this section in class and teachers will continue to refer to this agreement throughout the year.

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 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.

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 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, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

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

## My ideas on safe and responsible behaviour:

When I use digital technologies I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)

## 1-to-1 iPad Agreement

The following documentation outlines the terms and conditions that both students and parents/guardians agree to when participating in the Derrimut Primary School iPad program.

### Lease Agreement, Damage and Loss

- the iPad on loan is the 6<sup>th</sup> Generation 32GB and remains the property of EQUIGROUP and Derrimut Primary School
- students in Years 3 to 6 pay \$110 per school year to have access to the iPad at school and at home. This payment covers insurance, theft, the device, iPad case, charging brick and charging cord. This payment is part of the students book pack
- in the event of **damage to the iPad** throughout the agreement, families agree to pay an **excess charge of \$160** towards the repair of the iPad when the owner is **deemed at fault or breached the terms of this agreement**
- in the event of damage or loss to the iPad charging brick or charging cord. **Parents will need to replace these items with an authentic Apple charging brick and charging cord**
- in the event that the iPad is damaged beyond repair, **parents will be liable for excess** and will enter a new agreement with a new iPad
- at the end of the school year **all iPads will be collected** by the teacher and redistributed the following year with a new Acceptable Use Agreement
- any student who leaves Derrimut Primary School prior to the end of the Agreement will return the iPad, case, charging brick and charging cord in full working order. If the iPad, case, charging brick or charging cord is returned damaged or faulty, **parents will need to replace the necessary items and pay the excess charge**
- the iPad is subject to the warranty policy of the supplier. In the event of theft and non-warranty repair:
  - **An excess of \$160 per claim** will be payable by parents for the lease period
  - A theft notification must be accompanied by an appropriate police report
- this agreement comes to an end:
  - At the end of the school year
  - When the student leaves Derrimut Primary School.

### User Responsibilities

I agree to act as a responsible, ethical digital citizen at home and school by:

- not giving out my personal details such as full names, telephone numbers, addresses and pictures and protecting my password when necessary
- reporting to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or made to feel unsafe or uncomfortable by others
- being respectful in how I talk and work with others online. I will never write or participate in online bullying. This also means forwarding messages and supporting others in harmful online behavior
- not downloading and using programs, music, apps and files that are not approved by the school
- making sure all school software on the iPad is not meddled with or removed
- taking sensible photos or videos and uploading/sharing to approved websites or apps when under the supervision of teachers or school staff. I will not take photos of other students and teachers without the permission of the teacher and student

- not accessing unsuitable websites or **incorrect apps (including games) during learning time**. I will only use the iPad for educational purposes at school.

## I agree to care for the iPad, charger and case by:

- making sure the iPad is **never removed** from its case. I will **never attempt** to take the **iPad out of the case**
- keeping the iPad **in my school bag** when traveling to and from school. It will only be removed from my bag when I am in my classroom
- keeping my bag where I can see it when my iPad is inside
- reporting any damages to my iPad or case to my teacher as soon as I see them
- keeping my iPad passcode free
- not leaving the iPad on the **floor** or in a **vulnerable position** in which it might be damaged
- treating the iPad and case in a respectful way and not intentionally **damaging (including graffiti) or altering it in any way**
- making sure, when using the charger or head phones, that I **carefully open the port protector**. This is located at the top and bottom of the iPad
- making sure **my iPad is face down** or in a position that allows me to focus on the speaker and listen to instructions
- charging the iPad at home and bringing it to school with greater than **80% of battery**
- not carrying the device in a way that is **careless**
- not taking the iPad into **public spaces that are not school related** or taking the iPad to **another state or overseas**
- ensuring the iPad is always placed **safely on the table** and in a position that it will not **fall or be damaged**
- not taking off the **label with my name** printed on it
- not changing the original settings including the:
  - The name of the iPad
  - Accessibility settings

## Demerit Points

By signing this agreement all students will be issued with an iPad licence with 10 demerit points. If students do not respect the terms of this agreement, by breaking the rules set out above, they will lose demerit points. Once the 10 points have been lost, students will be unable to use their iPad until a **meeting with the teacher, parents and student is held**. Once this meeting has taken place, an action plan will be created and the student will have access to their iPad and given 5 new demerit points for the rest of the term. Demerit points will reset at the beginning of a new term, with all students starting the term with 10 demerit points.



# Acceptable Use Agreement



Please sign and return this form ASAP

## 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 Wellbeing Handbook if I do not behave appropriately.

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

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

Teachers Name: \_\_\_\_\_

School contact no.: \_\_\_\_\_

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

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

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

