



Internet and Email Code of Practice

ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AGREEMENT

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media apps.

The Patch Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At The Patch Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for education purposes.
- 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
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

Student Agreement

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means I:

- Never send mean or bullying messages or pass them on, as this makes me a part of the bullying
- Don't use actions online to be mean to others (this can include leaving someone out to make them feel bad).
- Don't copy someone else's work or ideas from the internet and present them as my own (I will include the website link).

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 not to be shared online.

This means I:

- Protect my friends, teachers and parents information in the same way
- Protect my passwords and I don't share it with others
- Don't join a space online without my parents or teacher's guidance and permission
- Never answer questions online that ask for my personal information

When I use digital technologies I **look after myself and others** by thinking about what I share online.

This means I:

- Never share my friends' full names, birthdays, school names, addresses and phone numbers because that is their personal information
- Speaking 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
- Speak to a trusted adult if I know someone else is upset or scared
- Stop to think about what I post or share online
- Use spaces or sites that are right for my age
- Don't deliberately search for something rude or violent
- Either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- Am careful with the equipment I use.

I understand that breaches of the rules will see me lose my access rights for a period of time determined by my teacher and the Principal.

STUDENT NAME:	<input type="text"/>
STUDENT SIGNATURE:	<input type="text"/>
DATE:	<input type="text"/>

Parent/Guardian Agreement

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

I consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I consent to my child having their first name published on the school's internet site.

I consent to my child having their picture published on the school's Internet site.

I consent to my child corresponding with others, using filtered email or similar cyber tools.

PARENT NAME:	<input type="text"/>
PARENT SIGNATURE:	<input type="text"/>
DATE:	<input type="text"/>