Leongatha Primary School

School profile statement

At Leongatha 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 Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Use resources from the **Cyber Safety Project** to educate our students to be safe and responsible users of digital technologies (https://cybersafetyproject.com.au)
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- 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

    (https://www2.education.vic.gov.au/pal/cybersafety/policy)
- Provide a filtered internet service, at school, 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 caregivers 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)
  - eSafetyParent | Office of the Children's eSafety Commissioner

    (https://www.esafety.gov.au/education-resources/iparent)

Student declaration

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 (*ask students to reflect on how they would 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
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- 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.

Acceptable Use Agreement

Bully Stoppers.
Make a stand. Lend a hand.

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…)

Student Agreement

Student Agreement

_____
(principal or teacher)

acknowledges the commitment of

_____
(student)

to being a polite, safe, responsible and ethical user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.
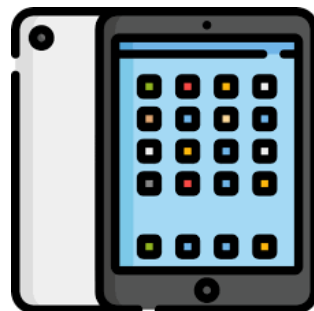
_____   _____
Student's signature   Teacher/Principal's signature

Date
_____

Upon completion of Grade 6 you may purchase the iPad for a small donation or return the iPad. If you leave LPS prior to Grade 6 the iPad remains the property of the school.

In the event that you are using the iPad inappropriately or have inappropriate apps installed, staff will follow the "LPS ICT - Behaviour Management Matrix" and the associated consequences.

Any damage to the iPad will be assessed on a case by case basis. It is important that students take responsibility for the physical care of the iPad to ensure it is functional for their time at LPS. If an iPad is damaged and unusable it may be the responsibility of parents to repair/replace the iPad depending on the circumstances.

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

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

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