

MELTON SOUTH PRIMARY SCHOOL



eSmart Policy

Melton South Primary School recognises the importance of Information Communication Technology (ICT-Computers) in preparing students for the world around them and believes ICT is an integral part of the curriculum. We want our students to be confident and safe using this technology and therefore all students will undertake a Cybersafe program and will be required with their parents to sign an Acceptable Use Agreement before they will be allowed on-line.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Parents can view some of the Cybersafe programs we use at <https://esafety.gov.au/>

Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites or material which are not suitable for school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

The school Welfare and Discipline Policy will be followed when a student does not follow the rules of the Acceptable Use Agreement and appropriate consequences issued. Notes during the investigation of an incident and the outcome will be kept on record.

PHOTOS ,VIDEO, BLOGS. WEB CONFERENCING

Teachers and Students will record their participation in school activities and show evidence of their learning with photos and short videos. They may also communicate with other students via web cameras. These images will be published within the school and on the school Web site in their own and others portfolios and on secure school web sites. Teachers will outline expected processes with students in these spaces however, it is still important to think before you post to any online space. These images remain the property of the school and cannot be copied, published or distributed in any other forum. Failure to follow this agreement could result in legal action. Parents are asked to complete the appropriate form to give permission for their student to be included in these activities. The school may also have the opportunity to publish some photos of school events in a public place e.g. the local newspaper and you are asked to give your permission for your child's photo to be published in a public forum selected by the school as appropriate.

Remember you cannot publish content with another person's image taken at a school event without gaining the consent of the person or their parent or guardian.

VIEWING MEDIA

To improve student Digital Literacy the curriculum at Melton South Primary includes the use of Videos, DVD's and film to support some lessons. Students will have the opportunity throughout the year to watch media considered as acceptable by the school and with a G or PG rating. We require parents to give permission for their students to view this material.

If parents have any questions about these agreements please arrange to see the Principal or the I.T Coordinator.

PLEASE SIGN THE ATTACHED AGREEMENTS AND RETURN THE SIGNED FORM ONLY TO CLASS TEACHERS. STUDENTS WILL NOT BE ALLOWED TO ACCESS COMPUTERS UNTIL THE SIGNED FORM IS RETURNED.

PLEASE keep this explanation and agreement rules pages at home for reference.



AGREEMENT FOR THE USE OF COMPUTERS and DIGITAL EQUIPMENT INCLUDING MOBILE PHONES, IPODS ETC.

Students at Melton South Primary School will have access to the Internet and email for educational purposes. To support students in the use of these programs all students will complete a Cyber safety program and must abide by school rules for the use of ICT.

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information

1. Students **must not knowingly access or try to access any material that is not appropriate** for school use. (Filters are in place that restrict students to Education approved sites where possible. . **Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**)
2. If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen **they should turn off the screen**(not the computer) and report the incident to their teacher who can investigate the problem.
3. Students **must not use the Internet, Social Media or email to bully, harass or intimidate another person**. Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyberbullying even if it takes place out of school hours on home computers but has an impact on our students.
4. Students **must not use inappropriate language in any communication**. Action will be taken if any offensive material is produced on school equipment.
5. All students are given user names and passwords and a school email account to access computers and the internet. Students **must keep their passwords private and secure**. If a student becomes aware that **others know their password** or that of someone else they **must notify their teacher immediately**. **Any student who uses another person's password to log in to computers will not have access to computers**
6. Any **inappropriate use of computers will lead to the suspension of computer privileges** for a length of time decided by the IT coordinator or the Principal. **Some online activities are illegal and as such will be reported to police**.
7. Students must take care with all equipment they use. **Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent who will receive an invoice for the repair**.
8. Students **must not bring computer games or other material (including downloaded music) to school on portable devices (USB)** and load this material onto school computers.
The school has responsibilities regarding security and copy write for any material stored on school computers.
9. Students **must not use school email accounts** to create an account for online activities other than those directed by your teacher or for social media sites. Email accounts have a notification app for bad language that notifies the administrator.
10. The **use of mobile phones and any device that has internet access while on school property is forbidden**. The school recognises the need for some students to contact parents before and after school and **provides safe storage for these devices at the office**. We want all students to be safe and secure while at school therefor **to maintain all student's right to privacy and good order in the school** we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices also can distract students from their learning.
These devices MUST be handed to the office upon arrival at school.
11. **This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.**

COMPUTER USE AGREEMENT 2016

Students along with their parents must sign this agreement and return to school to have access to Digital Technologies .

Students without a signed agreement will not have access to Digital Technology, computers or associated programs until a current agreement is provide

Student Name

Parent Name

I agree to use computers, cameras etc.and email in a safe manner and I understand the rules of this agreement. We will follow and support the schools eSmart guidelines at all times.

Student.....

Parent.....

VIEWING MEDIA

Students will view media designated suitable for educational purposes and rated G or PG.

Please sign the follow permission.

I agree to my student..... watching any media deemed suitable and rated G or PG as part of the curriculum at Melton South Primary School.

.Name.....Signed.....(parent)

PHOTOS AND VIDEO

Students will have their image captured during the recording of activities at school. These photos or videos may be included in other students work and published within secure school sites or in local newspapers with school permission. Parents and Guardians must give permission for their student to be included in these activities and for the publishing of their child’s photo within the school, its secure websites or in school approved newspaper articles.

I give permission for(student) to have their photo taken and published within the school or in a school approved forum.

Signed.....(Parent

On Line Web2 Tools, Blogging and sharing content online

Students will learn to be Digital citizens in Web2 spaces where they will save and share information and communicate with others in a teacher supervised blog or wiki space. We will inform you when your student joins a space and is participating in online activities. Student information to enrol such as age and school email address may be provided to the manager of the space.

I provide my consent for(student) to participate in Web2 spaces and be enrolled by the school in school approved spaces when necessary .

Signed(Parent

The recording of images and sounds can breach students’ rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don’t want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires your consent. Consent can be withdrawn at anytime.

Please contact the Principal or the I.T Coordinator if you have any questions or concerns about this agreement.