

At Ascot Vale Primary School you have responsibilities and rules to follow. By using ICT at AVPS you must agree and accept the terms and conditions outlined below.

NETWORK

- Upon logging onto the school network, my actions may be monitored at anytime. This may include tracking of web pages, emails either sent or received, materials downloaded from the internet and files stored on individual files on the network drive, including Google drives and shared drives.
- The Curriculum Server and Google drives will have a space for me to store my individual digital school related materials. I am responsible for the maintenance of this space.
- Under no circumstance will I access and modify another student's individual file on the Curriculum Server or shared/team Google drives.
- Under no circumstance will I store any games, music or non related school files on any drive.
- Any media that I place into the network must be scanned first for viruses, EVERY TIME. Please see a teacher if you are unsure of this process. This includes data on iPads, CD-R/DVD-R discs, memory sticks etc.
- I will always take care with the school's hardware and software.

INTERNET/ONLINE

- The Internet is a valuable learning tool and all students are encouraged to use them appropriately. I will use the internet for school related use only, with purposes specified by the teacher.
- I will keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting any passwords.
- I will be respectful by how I talk to and work with others online and I will never write or participate in online bullying.
- I will not bring or download unauthorised programs, including games, music or movies, to the school or run them on school computers or on an iPad
- I know that the content on the web is someone's property and I will ask my teacher to help me get permission if I want to use information or pictures.
- I will think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- Under no circumstance am I to attempt to bypass content filtering systems.
- I will talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the Internet
 - I come across sites which are not suitable for our school
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities
- At all times I will use appropriate language and images. Check with your teacher if sending photos.
- Under no circumstance will I harass another person. It is harassment if it offends another party in any way.
- Not to post any media involving other students online, including social media sites. (without parent/ student permission)
- Not use a network connected device to access the internet outside of school hours (eg iPad use before or after school to access online content or play games)

COPYRIGHT

- I must respect the intellectual property rights of others and not copy and/or redistribute another person's work. All photographs, texts, video clips, audio clips, music, movies, games and software are protected by copyright. Unauthorised copying, distribution or downloading of this type of material can constitute a breach of copyright.

MOBILE COMMUNICATION DEVICES (MCD's)

- Please refer to the current Mobile Communications Devices document for full details:
<http://www.avps.vic.edu.au/documents/MobileCommDevicesPolicyAVPS2014.pdf> A draft reviewed version due for School Council approval in late February is also available online at:
<http://www.avps.vic.edu.au/documents/MobileCommDevicesPolicyAVPS2017DRAFT.pdf>
- Student MCD's, other than iPads for grade 4, 5 and 6 students, must not be used during class time or other activities (such as excursions, camps) unless permission is given by the teacher in charge (i.e. it must not interfere with learning)
- iMessage must not be used to communicate with contacts outside of school (including communicating with parents) during school time. We also ask parents not to communicate with students via iMessage during school hours

Ascot Vale Primary School – Information and Communication Technology (ICT) Student Acceptable Use Agreement 2018



- The school will not be responsible for incoming or outgoing calls or messages, or lost or damaged mobile devices. **The DET does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property.** Students are discouraged from bringing any unnecessary or particularly valuable items to school. For BYO ipads - Insurance is the responsibility of the owner. Damage to iPad's is not covered by the school's or the Department of Education and Training insurance as it is considered a personal item. See <http://www.education.vic.gov.au/school/principals/spag/finance/Pages/equipment.aspx>
- Students will not take any MCD that has mobile phone capabilities outside during break time

Ascot Vale Primary School – Information and Communication Technology (ICT) Student Acceptable Use Agreement 2018

To be completed by Student and Parent/Guardian of students in grades 3, 4, 5 & 6.

(Please read and discuss this document before signing)

Student name:

I agree to allow my child to use ICT at Ascot Vale Primary School. I have discussed the scenarios, potential problems and responsible use of ICT with him/her as mentioned in the supporting document. I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact the school on 9370 6507

Parent/Guardian name and signature :

I acknowledge and agree to follow these terms and conditions. **I understand that any breaches of the above terms and conditions will result in the loss of school ICT access for a period of time determined by either my classroom teacher, ICT Coordinator, Assistant Principal or Principal.**

Student Signature :

Date:

To be completed by Parent/Guardian of students in grades Prep-2

(Please read and discuss this document before signing)

Student name:

I agree to allow my child to use ICT at Ascot Vale Primary School. I have discussed the scenarios, potential problems and responsible use of ICT with him/her as mentioned in the supporting document.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact the school on 9370 6507

Parent/Guardian name and signature :

Date:

Parents - Please return this section of the document to school as soon as possible. Student will not have access to ICT until this is returned signed.

Teachers – Please file into the student file for future use and access.

This document will expire at the end of the 2018 school year.

Wednesday 31st January 2018,

Dear Parents/Carers,

Please find attached a copy of our updated 2018 **ICT** (Information and Communication Technologies) **Student Acceptable Use agreement**. Ascot Vale Primary School uses the Internet and digital technologies as teaching, learning and collaborative tools. We see the internet and digital technologies as valuable resources, yet acknowledge they must be used responsibly.

For your child to use the internet and related technology at Ascot Vale Primary School, this agreement will need to be read and signed by you. In addition, students in grade 3 through to 6 will also need to sign the appropriate section. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed. The purpose of this agreement is to ensure that all students engage in safe and appropriate use of the internet and all related technologies.

We have updated this agreement in accordance to the Department of Education and Training (DET) regulations. Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/ or parent when they are feeling uncomfortable or threatened online. If you have any concerns about this agreement or Internet Safety in general contact the school. iParent is an interactive e-safety guide designed for parents to learn about the digital environment and keep updated on their children's technology use. you can find guidance for using safety settings on your family's web-connected devices, tips for choosing movies and games and strategies for keeping young people safe online. See <https://www.esafety.gov.au/education-resources/iparent>

Copies of related school policies are available online at: <http://www.avps.vic.edu.au/avps-policies.html>

All community members need to be aware of these policies.

Please note that this agreement will need to be signed by parents/carers (all grades) and students (in grades 3-6) each year. Students will not be allowed online, use their iPad (grade 4-6) or school laptops until this agreement is returned and signed.

AVPS also asks that any parents, carers or visitors to our school who may be taking photos or videos (eg assembly, special events) to be mindful of their use of their media – particularly when their images or videos may contain other students, either directly or in the background. Please be aware that there are a few students whose parents do not give permission for their child's images to be placed online and we must ensure this is adhered to. We therefore request that parents, carers or visitors taking photos or videos be conscious of this and not to post the photos of other students online, including social media sites.

Thank you for your anticipated support.

Regards,

Michael Downing
Assistant Principal