

Digital Technologies Acceptable Use Agreement Years 4 - 6

Overview

Digital Technologies at Newport Gardens Primary School

At Newport Gardens Primary School, we aim to nurture our future by providing our students with the knowledge, skills and tools necessary to thrive in the uncertain world of the 21st Century. Digital technologies, and the way we use these tools, are rapidly evolving and are shaping the way we interact, work, learn and live. It is clear that digital technologies and the internet will be core aspects of our students' future. It is important that we educate our students to become digitally literate, to prepare them for the technology-rich world they are entering into.

At Newport Gardens Primary School, all students engage with digital technologies in a variety of ways and for a variety of purposes. Foundation – Year 2 students have access to iPads, Year 4 – 6 students have 1:1 notebooks provided by parents/carers/guardians, and Year 3 students use both iPads and notebooks. Students have access to paid applications, such as Reading Eggs, Mathletics and Spellodrome, as well as Office 365, G Suite* etc. At school, the devices and applications are used as learning tools, to support students to collaborate, communicate, accomplish tasks efficiently, acquire information, and design and create.

Cyber safety at Newport Gardens Primary School

Newport Gardens Primary School is proudly an eSmart school. We are committed to educating our students to be smart, safe and responsible users of digital technologies and the internet. Our goal is for students to embrace the benefits of digital technologies and the internet, whilst being aware of and prepared for the possible downsides.

This Digital Technologies Acceptable Use Agreement (DTAUA) is an important part of our school's commitment to the eSmart Schools program, and our commitment to child safety. Our DTAUA aligns to the implementation of School-Wide Positive Behaviour Support (SWPBS) at supportive learning cultures. The purpose of this DTAUA is to set clear expectations about how students will use digital technologies and the internet when at school.

Educating children to be cyber safe is a shared responsibility. We hope that this DTAUA helps to establish consistency and a common language between school and home. You may wish to establish a similar 'family agreement' at home, which will assist your children to understand that using digital technologies and the internet safely and responsibly is expected everywhere and at all times.

At Newport Gardens Primary School, all students from Foundation – Year 6 are explicitly taught how to be cyber safe. Topics are introduced at age-appropriate stages and include cyber bullying, keeping personal information private, communicating with others safely and respectfully, digital footprints, managing screen time, and where and when to access help. Teaching our students to be cyber safe is an ongoing process and one that we take seriously. Each year, students share their knowledge by contributing to the table in the DTAUA (see next page).

*Please note that access to G Suite requires a separate consent form.

Be Safe

Be a Learner

Be Respectful

When using digital technologies and the internet, I will;

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| <ul style="list-style-type: none"> • Only use programs, websites and applications that teachers have approved • Keep my personal information private. Personal information includes my full name, address, phone number, passwords etc. • Keep the personal information of others private • Help protect younger siblings by keeping my device away from them • Only make friends with and talk to people online that I have already met face-to-face • Only download apps approved by my parents and the school • Avoid clicking on pop-ups • Report cyber bullying or when something does not feel right to a trusted adult • Walk when carrying my device • Keep chargers and bags out of walkways • Only download or purchase something with the permission of my parents | <ul style="list-style-type: none"> • Use devices to assist my learning, for example; <ul style="list-style-type: none"> - research - homework - accessing instructions or resources - publishing my work - individual or collaborative projects • Stay on task • Only use programs, websites and applications that teachers have approved e.g. <ul style="list-style-type: none"> - Reading Eggs - Mathletics - Spellodrome • Bring my notebook to school fully charged so that I can use it as a learning tool • Wear headphones when listening to something so that my peers can concentrate on their learning | <ul style="list-style-type: none"> • Keep my device away from food and water • Use my device on a clean and sturdy surface • Hold my device with two hands • Keep my device in its case when not in use and leave it in a safe place • Speak positively to others online and use appropriate language • Encourage my peers to also speak nicely • Post appropriate comments and work • Help others when needed • Listen to others when they are speaking, rather than looking at my device • Respect the privacy of others • Treat the equipment of others like my own • Respect the views of my teacher regarding programs, apps and websites |
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Each Year 4 – 6 class contributed their ideas about how they will use technologies and the internet safely and responsibly at school. Their responses were summarised and are included in the table below;

* This Digital Technologies Acceptable Use Agreement also applies during school excursions, camps, and extra-curricular activities e.g. interschool sport.

* This agreement supports our school policies, including; Child Safe Standards, Student Wellbeing and Engagement policy, Privacy policy, Photographing, Filming and Recording policy, Digital Technologies policy and Bullying Prevention policy.

* As per our school's Mobile Phone policy, from Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.

Consequences

Consequences may apply if this DTAUA is not adhered to. Consequences will be judged on a case-by-case basis, and may include;

- Parent meetings
- Device confiscation for a period of time, as decided by staff
- Loss of digital technologies privileges for a period of time, as decided by staff e.g. certain programs, applications or websites
- Network/internet access restricted
- Completion of class work during recess or lunch times to make up for lost learning time
- Additional cyber safety lessons or homework

Student Agreement

I understand and will comply with the terms of the Newport Gardens Primary School Digital Technologies Acceptable Use Agreement and the expected behaviours set out within this agreement.

I understand that there will be actions or consequences if I choose not to follow the expectations set out within this agreement.

Student Name: _____ Class: _____

Student Signature: _____ Date: ____ / ____ / ____

Parent / Guardian Agreement

I understand that my child needs to comply with the terms of the Newport Gardens Primary School Digital Acceptable Use Agreement and the expected standards of behaviour set out within this agreement.

I understand that there will be actions or consequences if my child does not make appropriate choices when using digital technologies and/or the internet.

I understand that keeping my child safe when using digital technologies/the internet is a shared responsibility.

Parent / Carer / Guardian Name: _____

Parent / Carer / Guardian Signature: _____ Date: ____ / ____ / ____