

## Digital Technologies Acceptable Use Agreement Foundation - Year 3

### 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 21<sup>st</sup> 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 notebook 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 is aligned to the implementation of School-Wide Positive Behaviour Support (SWPBS) at our school, a framework which aims to develop positive, safe and 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.

Be Safe	Be a Learner	Be Respectful
<b>When using digital technologies and the internet, I will;</b>		
<ul style="list-style-type: none"> <li>• Keep my personal information private. Personal information includes my full name, address, phone numbers, passwords etc.</li> <li>• Use a nickname to help protect my identity</li> <li>• Only use the programs and applications recommended by my teachers</li> <li>• Ask permission from my teachers before going on a device</li> <li>• Only take photos of someone else if a teacher asks me to</li> <li>• Limit my screen time</li> <li>• Avoid clicking on pop-ups</li> <li>• Ask permission before downloading or purchasing any applications or programs</li> <li>• Tell a teacher or other trusted adult if something does not feel right</li> </ul>	<ul style="list-style-type: none"> <li>• Only use the programs and applications recommended by my teachers, for example;               <ul style="list-style-type: none"> <li>- Reading Eggs</li> <li>- Mathletics</li> <li>- Spellodrome</li> </ul> </li> <li>• Use headphones so that others can concentrate on their learning</li> <li>• Concentrate on the learning task</li> <li>• Use the device as a learning tool</li> <li>• Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Use devices with clean hands</li> <li>• Keep water bottles and food away from devices</li> <li>• Carry devices tightly with two hands</li> <li>• Charge the iPad or notebook when I am finished so that someone can use it after me</li> <li>• Say nice things when communicating with others</li> <li>• Tell a teacher or other trusted adult if I see someone not respecting devices or another person</li> </ul>

Each Foundation – Year 3 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_