



Manifold Heights Primary School

Acceptable Use Agreement for Bring Your Own Device (BYOD) & ICT

In 2017 all Senior students are invited to be part of the BYOD Pilot Program. All students and a parent/carer will be required to read, understand and sign this Acceptable Use Agreement at the commencement of each school year. This governs the requirements and expectations under which students use the school computers, access the network and internet. This is a standard expectation, not only from Manifold Heights Primary School but also the Department of Education and Training (DET).

At Manifold Heights Primary School we have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the internet.

We educate our students to be safe and responsible users of digital technologies and raise our students' awareness of issues such as online privacy, intellectual property and copyright. Students will be supervised when using digital technologies for educational purposes. Filtered internet will be available however we acknowledge that full protection from inappropriate content can never be guaranteed. Issues or incidents that have the potential to impact on the wellbeing of our students will be responded to promptly and we would appreciate parents and guardians informing us of any issues that arise.

Our expectation is that parents/guardians will understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.

It is critical that all families establish clear rules and expectations at home about digital technology and internet use. Parents/carers should ensure that discussions are undertaken with children to determine if/when the device will be used, for how long and where. Parents are responsible for how their children use the device at home.

At Manifold Heights Primary School we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- Provide a filtered network and internet service
- Provide access and model appropriate use within the Department of Education and Training (DET) state-wide, secure learning environment
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Provide a cyber-safety program at the school which is reinforced across the school
- Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- Provide support to parents/carers through information evenings and relevant publications including the school website
- Work with students to outline and reinforce the expected behaviours
- Reinforce that cyber safe and responsible behaviours are expected when using school digital technology at school.

Damage or Loss of Equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects. It may not cover accidental, malicious or careless damage.
- Any problems, vandalism, damage, loss or theft of the device that takes place outside of school hours should be managed at home. If damage takes place at school, it should be reported immediately to the teacher.
- In case of suspected theft, a police report must be made by the family and a copy of the report provided to the insurer, if the family has taken out theft insurance. Loss or damage to equipment is the responsibility of the owner. Devices **ARE NOT** covered by DET insurance. All queries regarding warranty and insurance should be directed to your supplier.

Student Agreement

When I use digital technology I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages, images and supporting others in harmful, inappropriate or hurtful online behaviour). I will never share photos of anyone without their permission and the permission of an adult.
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images. I also agree never to post personal information about other people.
- Never to post or share any images of myself without permission from my parents.
- Never share my passwords with anyone except my parents.
- Carefully considering content I post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Not interfering with the network systems and security, the data of another user or attempting to log into the network with the user name or password of another student.
- Tell my parents/guardians about my online accounts. I will never set up an account without an adult giving me permission.
- Never communicate online with anyone I don't know.
- Understanding that school / home will monitor what I do with my device to keep me safe.
- Not actively searching for, sharing or transmitting inappropriate content.
- I will immediately report accidentally accessed inappropriate content to an adult.
- I will fully charge my device each night in preparation for use the following day.
- I understand that files stored on my device, or on the schools server are not private.
- Regularly backing up my device at home.
- Use the internet for educational purposes and use the equipment properly
- Use social networking sites for educational purposes and only as directed by teachers
- Handling my device with care and notifying an adult if it is damaged or requires attention.
- Think critically about other users' intellectual property and how I use content posted on the internet.

Parent Agreement

I understand that the internet and digital devices will be used whilst at school and I will ensure my child knows how to be safe when online or using a device. I agree to:

- Learn about any of the websites or apps my child uses and have them show me how they work.
- Discuss the rules around the use of the internet and digital technology devices at home, school and any other locations.
- Ask my child about their online experience in the same way I ask how they are going at school.
- Not overreact when my child tells me about a problem they are having on the internet. Instead, we will discuss the problem and come up with a solution to the problem and how to stop it occurring again.
- Lead by example and act responsibly when I use the internet or digital technology.
- Report any suspicious behaviour, illegal activity and inappropriate content to the site on which it occurs.
- Maintain anti-virus and anti-spyware software on my family's devices.
- Research options for age-appropriate filtering and blocking inappropriate content for my child.

This Acceptable Use Agreement for BYOD & ICT also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to my device and internet at school will be renegotiated if I do not act responsibly.

Students will NOT be given access to the internet or be permitted to use their device until this form is returned. This Acceptable Use Agreement applies at all times when I am using any digital device including school and home. This arrangement is endorsed a DET Policy.

I have read the Acceptable Use Agreement for BYOD & ICT carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in access to my device and internet privileges being suspended or revoked.

Student Name: _____ **Grade:** _____

Student Signature: _____

Parent/Carer Name: _____ **Parent/Carer Signature:** _____ **Date:** _____

For further support with online issues students can call Kids Helpline on 1800 551 800. Parents/carers call Parentline 132 289 or visit <http://www.cybersmart.gov.au/report.aspx>