



2020 Digital Technologies

Responsible use agreement for the students of Dana Street Primary School.

Updated 25 January 2020

At Dana Street Primary School we believe it is important for our staff and students to develop the skills necessary to become responsible, reliable and respectful users of digital devices. In order to assist this process, our acceptable use agreement is a set of guidelines for the safe and responsible use and ongoing care of our Digital Learning equipment. This agreement incorporates a variety of moral, legal and professional issues.

Digital Learning at Dana Street includes the use of:

- All computers and their parts.
- Microphones and headphones for computers.
- Digital Cameras
- Scanners and Printers
- IWBs and big screens
- iPads/tablets
- Other equipment such as Wii and coding equipment

Use of computers and other digital devices:

The care and correct use of our Digital Learning equipment is vitally important to the ongoing success of our teaching and learning.

(a) General Rules of usage

- Hands should be clean at all times when using any digital based equipment.
- No food or drink is permitted near any computers or other equipment at any time.
- Modifying any settings on the computers, netbooks and iPads belonging to the school (e.g. backgrounds, screensavers, video settings, shortcuts, etc) is not permitted without permission from a teacher.
- Under no circumstances is it permitted for any software to be transferred between school and students' home.
- Any class tasks or documents that need to be transferred between home and school need to have teacher permission and supervision. This can include items from the Internet, via email, memory sticks, etc.
- If in doubt about what is permitted at any time, students must ask a teacher, Assistant Principal or Principal.

(b) Caring/Using other equipment in our school

- **Printers-** Students should only print when they have permission from a teacher and use the printer they have been allocated.
- **ipads/Tablets/Digital cameras-** Should be used under the direction of a staff member, packed away carefully and returned to the appropriate storage areas.

Use of the Internet.

At Dana Street Primary School the internet is an important resource in many teaching and learning programs. The internet is to be used only for educational purposes.

(a) Acceptable use of the Internet

- Students must always seek permission from a teacher before accessing the internet and/or downloading any material.
- Access will only be granted to sites deemed appropriate by the teacher or accessed through appropriate search engines.
- If a student accidentally accesses a site with unacceptable material on it, they should immediately minimise the page and tell a teacher.
- Cyber bullying or any form of intimidation using sites on the Internet will not be tolerated by the school or its community. If a student receives a message via a social media app, site or game that makes them feel uncomfortable or upset, they should immediately tell and show a teacher and/or parent.
- Students **must not** access or try to view apps or games that are not recommended for their age group, eg Facebook, You Tube, Instagram, Fortnite etc at school.
- Students **may not** access personal email accounts at school.

Using the school network and s:/

- All students have access to the student drive which is called s:/. In this drive each class has a folder that they can access for school based tasks. Inside the class folder is a folder for each student.
- Students **must** access their own folders only, and **must not** access or delete any other student's work.

Publishing work using a Digital Device.

At Dana Street Primary School, we stress the value of quality in our work, and require that all students work be thoroughly checked before it is published. This includes multi-media presentations, projects for display on the school web site, presentation days and special events, outgoing emails, and class displays. Students' photos will not be used in the publication of work unless parental permission has been granted.

(a) Acceptable Quality of Published Works

- All pieces of work are to be completed to each student's full potential and approved by a teacher.

(b) Copyright laws

- Students and teachers must consider copyright laws at all times when copying any type of material for use in their own work.
- If student work is to be published only within the school setting (eg books, poster, presentations, etc) then materials copied from other sources need only be referenced in a bibliography or reference list. This is a skill taught from Grade Three.
- If student work is to be published on the World Wide Web, permission must be granted from the owner or any material copied or used within their work (eg pictures, sound, etc). Such permission maybe given through email contact or written request.

(c) Permission for publication of student work

- All student work deemed suitable for public viewing can only be published after respective student's parents/guardians have completed the appropriate permission form. Personal details for students (close up facial photos, full name, address, phone number etc) are never to be included with published work.
- Work to be published for viewing or used within the school setting does not require parental permission.

Consequences for disregard to the agreement.

Students at Dana Street Primary School have a right to use the extensive Digital Equipment available to them. They also have the responsibility to use it sensibly and maturely. The following consequences will apply for misuse of equipment:

1. First offence: Verbal warning to student.
2. Second offence: Short term (one or two week) suspension from using that item within the school. A Letter home or phone call may be made by the teacher/Assistant Principal.
3. Third Offence: One month or term suspension from using that ICT item within the school. Letter or phone call home to arrange a meeting with parents.
4. Any subsequent offences will be dealt with under school wide suspension procedures, as outlined in the student code of conduct.

*Please note that teachers will determine consequences in each circumstance. It is possible that consequences will be bypassed or reordered, depending on severity and intent.

All misuse or offences shall be reported to the Principal, Assistant Principal and classroom teacher and will be kept on record on the school Gradexpert database.



DANA STREET PRIMARY SCHOOL NO. 33
BALLARAT EST. 1857

2020 Acceptable Use of Digital Technologies Agreement Form

January 2020 Year 3-6 students.

I _____ have thoroughly read and understood the acceptable use agreement document both at home and in class.

- I agree to follow these guidelines and will be a responsible learner when using digital devices at Dana Street Primary School.
- I will take part in digital citizenship lessons and will do my best to be a safe user of digital devices.
- If I see behaviour that upsets or concerns me in regards to a digital device I will speak to an adult I can trust.
- I have discussed this with my parents/guardians and understand the consequences that are put in place if I break this agreement.

Student signature _____

Date _____

Parent/guardian Name _____

Parent/guardian signature _____



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2020 Acceptable Use of Digital Technologies Agreement Form

January 2020 Foundation-Year Two Students

I _____ have read and talked about the acceptable use agreement document both at home and in class.

- I agree to follow the rules in my class for computers, iPads, Tablets and the interactive whiteboard.
- I will do my best to behave when working on a digital devices and if I see behaviour that upsets me I will speak to an adult I can trust.
- I have discussed this with my parents/guardians and understand the consequences that are put in place if I break this agreement.

Student name _____ Date _____

Parent/guardian Name _____ Parent/guardian signature _____



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