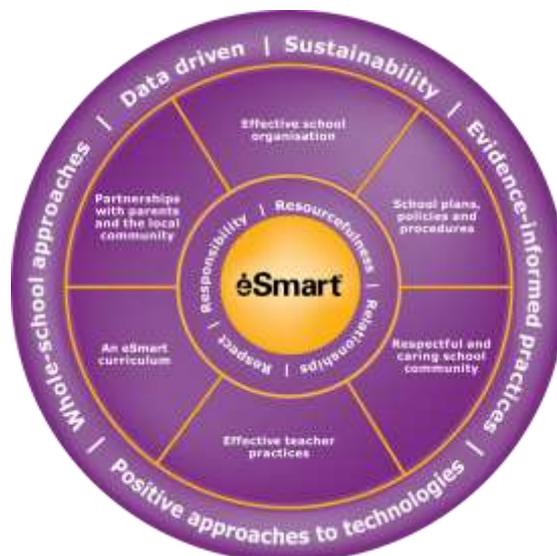


Grade 4 – Grade 6

LEOPOLD PRIMARY SCHOOL

ESMART AGREEMENTS



- Grade 4-6 Acceptable use of ICT and Internet agreement
- Student Responsibilities
- Digital Licence
- CLIC 1:1 Program Agreement
- Google APPs for education
- If applicable - OSH Internet Agreement (Before and Afterschool Care)

Grade 4-6 Student Acceptable use of ICT, Internet and Intranet Agreement



Internet and Intranet

The following agreement covers student's use of Information Communication and Technology (ICT) facilities at Leopold Primary School for your child's schooling from Grade 4 to Grade 6. ICT facilities are provided to students for educational purposes only. These facilities include access to the Internet, Email, School Intranet, Department Intranet, school network and online educational and assessment tools, (additional educational tool may be used at the discretion of the school in accordance with our acceptable use of ICT agreement).

Students may use these facilities for class work, research, the preparation of assignments and authorised electronic communication. Resources provided include computers and peripherals, printing, digital imaging devices (scanners, digital still and video cameras) and access to the local school network for storage of student electronic files.

Both staff and students at Leopold Primary School have a duty of care to ensure that resources are protected from harm and that users are not exposed to material that is considered offensive or illegal. Parents and Students should carefully read the conditions outlined in this document.

To be granted access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

Student

Student I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not look for anything that is illegal, dangerous or offensive.
- 3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - (a) clear any offensive pictures or information from my screen; and
 - (b) immediately, quietly, inform my teacher.
- 4) I will not reveal home addresses or phone numbers - mine or anyone else's.
- 5) I will not use the Internet to annoy or offend anyone else.
- 6) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

Student Acceptable use of ICT

1.1 - Overview

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community.

1.2 – Internet Use

Use of the internet and online communication services provided by the Leopold Primary School is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

1.3 – Responsible Use

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

1.4 – Inappropriate Behaviour

Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their teachers.

Students who use the internet and online communication services provided by the Victorian Department of Education and Training must abide by the Department's conditions of acceptable usage. They are made aware of the acceptable usage agreement each time they log on.

1.5 – Consequences of Inappropriate Behaviour

Students are made aware that a breach of this Agreement may result in disciplinary action in line with their school's discipline agreement or 1 to 1 Notebook Agreement. Disciplinary action will reflect the severity of the breach of the agreement. Parents will be notified of breaches that warrant notification.

2. Responsibilities and delegations

2.1 Access and Security

I will:

- not disable settings for virus protection, spam and filtering that have been applied by Leopold Primary School.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them termly for grades 4, 5 and 6, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal and eLearning accounts. E.g. Google Docs, Study Turf etc.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell a supervising teacher if I suspect others have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice from supervising teacher, parent/guardian if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing content to another person or make excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the Victorian Department of Education and Training.

- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.
- only use school provided email for school use – this is not a personal email account.

2.2 Privacy and Confidentiality

I will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

2.3 Intellectual Property and Copyright

I will:

- never plagiarise (directly copy) information or content and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

2.4 Misuse and Breaches of Acceptable Usage

I am aware that I am:

- responsible for my actions while using internet and online communication services.
- responsible for any breaches caused by me allowing any other person to use my e-learning account to access internet and online communication services.
- responsible for the misuse of internet and online communication services that may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
- not allowed to log into another student's e-learning account at school or at home.
- legally responsible for my online usage at school and home from the age of 10.

3. Monitoring, evaluation and reporting requirements

3.1 I will report:

- any internet site and information (emails, webpage, video etc...) accessed that is considered inappropriate.
- any suspected technical security breach involving users from other classes, year levels and other schools.
- if another student logs into any of my e-learning accounts.

3.2 I am aware that:

- my emails are filtered, archived and my web browsing is logged and recorded.
- the email archive and web browsing logs are considered official documents.
- I need to be careful about putting my personal or sensitive information in emails or on websites.
- when technology is in use, I should have permission and be supervised completing school related work.

Grade 4 – 6 Student Responsibilities



Being an Academic, Caring Digital Citizen:

In our school we use information and technology in safe, legal, and responsible ways.

I embrace the following aspects of being a digital citizen

Safety: I will

1. keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images.
2. not reveal my password except to the system administrator or a teacher if required.
3. go to a teacher, parent or another trusted adult if I need help; if I come across sites that are not appropriate or material that is not acceptable; or if I think that any of the agreements are not being followed.

Behaviour: I will

4. be respectful of how I talk to and work with others online and never write or participate in online bullying (cyber bullying, text bullying etc.).
5. always use language and images that would be acceptable at school.
6. always use technology in a manner, which reflects the Leopold Primary School's core values.
7. use mobile devices at the discretion of the supervising teacher.
8. talk to my teacher or another adult if I need help online or I am not sure what to do.
9. respect the privacy of others when using technology.
10. only send learning related emails to my peers and teachers

Fluency: I will

11. use the technology at school to help me learn and not interfere with the work or data of another student.
12. think carefully about what I read and view 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).
13. be an honest user

Security: I will

14. not bring, downloaded unauthorised programs or devices (mobiles, tablets, game consoles etc.), including games, to the school or run them on school computers. Any of these devices will need to be left at the office during school hours.
15. not open emails, documents, downloads or pop ups etc. from unknown sources.
16. always be aware that while the school uses software and filters to keep our community safe there may be times when I see inappropriate material and I need to tell an adult if this happens.
17. not produce, record or upload unauthorised media at school and upload to personal social media sites.

Supervision: I will

18. not isolate or remove myself from teacher supervision without permission.
19. have the responsibility to use, maintain and look after any ICT resources they are using.
20. not take my computer outside during recess and lunchtimes – this includes the Kensington Club House and Library.

Grade 4-6 Student Digital Licence



At the beginning of each year student will complete a short cyber safety unit based around being a digital citizen and awareness of digital pitfalls appropriate to their year level.

Students during this time will be issued with a Learners Digital Licence. This licence will allow them access to using all online platforms etc. (as long as permission forms are complete) Once they have completed their online cyber unit they will be issued with a Probationary Licence which after a period of time will turn into a Full Digital Licence. If students do not follow their user agreements – points will be taken off their licence for specific breaches. Licences will be negotiated with a Cyber Team (made up of student representatives) at the beginning of each school year. Further information will come home with your child.

The outline of the licences is as followed. I will:

- keep all personal information private - including, home address, school name and address, email, home and mobile phone numbers and passwords.
- never arrange to meet someone in the real world that I have only met online (without my parent/carer's knowledge and permission).
- tell someone if I feel uncomfortable about anything I have seen or heard online or on a mobile phone or gaming device, or if someone online is making me feel awkward or pressurising me (regardless of what I might have said to this person already).
- only visit sites that I know are relevant to me. If I come across a website that is for adults then I will let a parent/carer know.
- respect other people online by only sending or posting friendly messages.
- only download files online from reliable and legal sources and if unsure I will check first with a parent/carer.
- only buy or order something online when I have asked our parent/carer. This includes apps, in-app purchases and online games. I will keep credit card information safe and ensure the website I order or buy from has secure transactions highlighted by a lock, key or web address that begins https. My parents must do this with me.
- get permission from my friends and family before sending or posting photos of them online or via a mobile phone.
- only use the internet and other technologies such as gaming devices for the agreed amount of time.
- know that some information online is not for kids. To stay safe I will put together a list of sites I really like and enjoy and will only visit sites on this list. I will do this with my parents.
- understand that downloading music, games and films for free can be illegal. I will only use legal sites to download and will ask an adult if I am unsure.
- ask a parent/carer before registering or signing up for things online, including competitions.
- delete any unwanted email or spam without opening it first.
- tell an adult if I receive frightening or bullying text messages or emails or any message with unacceptable content.
- only open files from people that I know.
- only link with contacts, e.g. friend people on Facebook, Instagram etc. that I know in the real world.



Grade 4-6

Google Apps for Education and Online Learning Tools

Dear parents/guardians of Leopold Primary School,

Leopold is an active user of “Google Apps for Education” and other Online Learning Tools (E.g.: Mathletics, Reading Eggs, Study Turf) to support and extend our students learning. These tools enable us to enhance the ability of our students to collaborate and take ownership of their learning.

What is Google Apps? <https://www.google.com/edu/products/productivity-tools/>

In order for your child to continue to participate, parents must complete a permission form once for each child.

Students need to know:

Students will follow school agreements for appropriate use when using Internet based services like Web 2.0 applications and Google Apps. These services are considered an extension of the school’s network. Students have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for agreement and security enforcement.

Parents need to know:

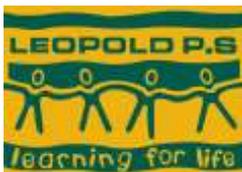
Student email is archived and the student Acceptable Use Agreement will be enforced. School staff will monitor student use of applications when students are at school. Parents are responsible for monitoring their child’s use of applications when accessing programs from home. Students are responsible for their own behaviour at all times.

Examples of Online Learning Tools we use:

These are some examples of the applications we use. These examples are not limited to the examples below and are continually being added / updated.

- Apps for I pads
- Programing software
- Web 2.0 Tools
- Study Turf
- Mathletics
- Reading Eggs
- Google Apps for Education – Google Drive and all its applications

Grade 4-6 Student 'CLIC' Netbook Agreement.



CLIC - Collaborative Learning in Classrooms -----
Character, Citizenship, Collaboration, Communication, Creativity, Critical Thinking

Access to the computers and our network at Leopold Primary School is provided to support, enrich and accelerate the process of learning. This agreement is to establish a common understanding between the students, parents and teachers in regard to the safe and responsible use of the netbooks both at school and at home.

Using our network / computers is a privilege not a right. Students' actions on our network are monitored and actions that are contrary to this agreement will be met with the cancellation of computer /netbook privileges for a length of time as designated by the teachers and digital licence.

Access to the CLIC netbook program is predicated on this 'Student 'CLIC' netbook agreement' being understood, agreed to and signed by the participating student and a parent / guardian.

We are pleased that a netbook has already been allocated to your child. Netbooks can be taken home once this agreement has been signed and full payment for the netbook has been made. There is no compulsion to rush with payments. If your family has decided not to purchase a netbook then the agreement still has to be signed as this ensures the safe and responsible use of our school netbooks during school time.

Throughout the three-year netbook program this agreement will be revisited and understandings consolidated.

Please read the following terms and agreements with your child and ensure that before signing there is a commitment to uphold **all terms and agreements.**

When I use technology, both at school and at home, I have responsibilities and rules to follow. I agree to:

- be a safe and responsible user whenever and wherever I use technology.
- use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to a teacher or adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

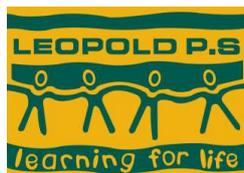
- behave in a way consistent with the Leopold Primary School rules, values and school user agreements and digital licence when online.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password.
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
- not bring or download unauthorised programs or files.
- not go looking for rude or offensive sites or delete web browsing histories.
- use an 'online name' and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures.
- 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).
- 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.
- 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 are being threatened.
- Tell a teacher if I know someone has logged into another students account.

When using any netbook connected to the school network, in addition to the statements above, I agree to:

- not install any illegal software and allow any unauthorised software to be deleted.
- not to copy or distribute any files through the school network without teacher permission.
- use only the student's own logon information and not create any additional user accounts.
- provide access to the netbook to Leopold Primary School staff for inspection at any time.
- use the protective case provided and not to place any other objects within the case and to use it in a way that minimises any damage.
- in the case that the netbook is faulty, Leopold technical staff will assess if it is a warranty repair or if damage is caused by mistreatment or neglect.
- in the case that the netbook is faulty present the netbook to Leopold Primary School staff (class teacher) to be assessed and;
 - if it is covered by warranty all repairs will be managed by Leopold Primary School or if during holiday period LWT (Learning With Technology). Phone no. 1300 550717
 - if it is faulty due to mistreatment or neglect, pay the negligence premium to a maximum \$110 (excess) to enable repairs to be carried out. If the cost to repair is lower than the negligence premium then you will be charged at cost of repair. Please note that your child can not take the netbook home until this payment is made.

Grade 4-6 OSH Internet Agreement



Leopold Primary Out of School Hours Care Internet Agreement

Access to the computers and our school network at Leopold Primary is now available to all students in after school care. Students are expected to act responsibly and show respect to others when using computers. Using our network / computers is a privilege not a right. Students' actions on our network can be tracked; this includes usage during after school care hours.

For students to use the computers that are now provided in after school care, the below user agreement must be discussed with your child/children, signed and returned. Please note, until the agreement has been signed your child/children, will not have access to computers as they are now online.

Violation of these terms may result in cancellation of computer network privileges, school disciplinary action and/or appropriate legal action.

When I use technology, both at after school care and at home, I have responsibilities and rules to follow. I agree to:

- Be a safe and responsible user whenever and wherever I use technology.
- Use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- Report to an after school care staff member or adult if I feel unsafe or uncomfortable online. I will also report to an after school care staff member or an adult if I see a friend being unsafe, or being made to feel uncomfortable by others.
- To get permission before putting online photos or videos.

When at after school care I agree to:

- Behave in a way consistent with the Leopold Primary School rules and values when online.
- Keep myself and my friends' safe by not giving out personal details. This includes full names, telephone numbers, addresses and images and protecting my password.
- Use the technology at after school care for learning, use the equipment properly and not interfere with the work or data of another student.
- Not bring or download unauthorised programs or files.
- Not go looking for rude or offensive sites or delete web browsing histories.
- Use an 'online name' and avatar when sharing my work online.
- Remember that the content on the web is someone's property and subject to copyright. I will not publish images, text or music online that I have found through Google or another search engine. I will only publish items online which have a **Creative Commons license** and I will provide attributions.
- 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 never copy and paste the information as my answer. I need to put information into my own words.
- Talk to an after school care staff member 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.

- 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.

When using any computers/netbooks connected to the school network, in addition to the statements above, I agree to:

- Not install any illegal software and allow any unauthorised software to be deleted.
- Not to copy or distribute any files through the school network.
- To only use my own logon information and not create any additional user accounts.
- Knowing a staff member can access my internet usage at any time including after school care hours.

If this agreement is broken then:

- You may be disconnected from the school network. Reduced network privileges or reduced internet usage may be put into place. This includes time during school and after school hours as you are using the schools network.
- A meeting between student, parents/carers and/or staff will be arranged to address the issue.
- The severity of the consequences will be in line with the actions of the students and will be decided by staff at Leopold Primary School.
- Digital Licence points will be deducted according to the digital incident.
- Personal Netbooks are only to be used for homework during after school care.