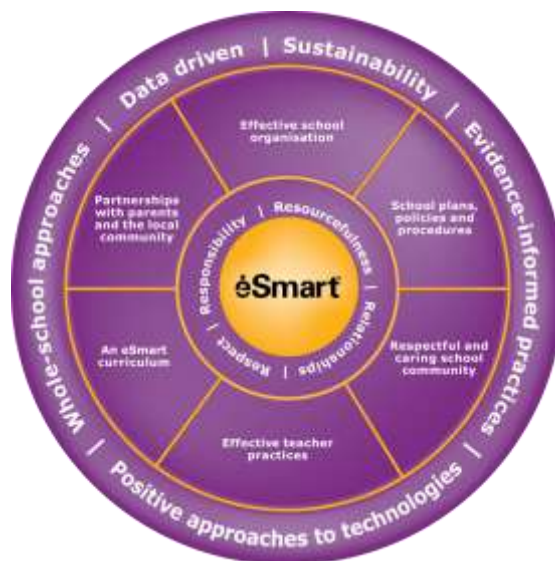


# Prep – Grade 3

## LEOPOLD PRIMARY SCHOOL

### ESMART AGREEMENTS



- Prep to Grade 3 Acceptable use of ICT and Internet agreement
- Student Responsibilities
- Digital Licence
- Google APPs for education and Online Learning Platforms
- OSH Internet Agreement (Before and Afterschool Care)

# Prep to Grade 3 Student Internet and Network Access Acceptable Use Agreement

## Leopold Primary School



### School statement

Access to the computers and our network at Leopold Primary School is provided to enrich the process of learning. 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 are always monitored. Access to the school network at Leopold Primary will commence once the agreement has been signed by the student and their parent / guardian.

Violation of these terms may result in cancellation of computer network privileges, use of electronic devices or school disciplinary action.

### **Safe and responsible behaviour**

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means I:

- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don't use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- don't copy someone else's work or ideas from the internet and present them as my own. (I will include the website link).

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:

- protect my friends' information in the same way.
- protect my password and I don't share it with others.
- don't join a space online without my parents or teacher's guidance and permission.
- never answer questions online that ask for my personal information.

When I use digital technologies I **look after myself and others** by thinking about what I share online.

This means I:

- never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset, if someone is unkind to me or if I know someone else is upset or scared
- stop to think about what I post or share online, use spaces or sites that are right for my age and I don't deliberately search for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

Students and parents of Leopold Primary School must agree to all terms of the agreement below.

### **ACCEPTABLE USE AGREEMENT PREP, GRADE 1, GRADE 2, GRADE 3**

**When I use technology, both at school, 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 and values when online.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses, 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 to school.
- not go looking for rude or offensive sites or delete web browsing histories.
- use an 'online name' and avatar when sharing my work online.
- 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.

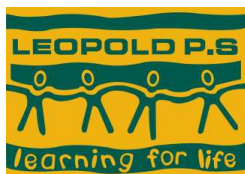
#### When using any computer connected to the school network, I agree to:

- 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 my own log on information and not create any additional user accounts.
- Leopold Primary School staff can inspect any devices used at school at any time.

#### This agreement is void when:

- I break any of the rules and responsibilities that I and my parents have agreed to. As a result, I (the student) will not be allowed to use the device for a period of time at the discretion of staff and parents. A meeting between student, parents/carers and/or staff will be conducted to address the issue.

# Prep to Grade 3 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, download 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.

## Prep to Grade 3 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. These 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.



## Prep to Grade 3 Google Apps for Education and Online Learning Tools Parent/Guardian Permission Form

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

# Prep to Grade 3 - 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 unsigned or 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.