Smalls Road Public School

Parents to keep this page

This document guides student use of digital devices and online services at our school.

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

At Smalls Road Public School, we offer students access to digital devices, including interactive screens, iPads and laptops for teaching and learning. They all have access to Wifi through the Department of Education's network. These include inbuilt safety features and website filtering and students are taught how to appropriately use devices to enhance their learning.

At Smalls Road Public School, we expect students to demonstrate appropriate behaviours whilst using the Internet and devices at school. In the event students breach the school and Department's acceptable usage agreement, their access to devices and Internet may be limited.

We embed digital citizenship lessons throughout the year to teach students safe and responsible use of the Internet.

We expect all students to:

BE SAFE

☐ Protect their personal information, including their name, address, school, email address, telephone number, pictures of you and other personal details.
☐ Only use their own usernames and passwords, and never share them with others.
☐ Ask a teacher or other responsible adult for help if anyone online asks for their personal information
☐ Let a teacher or other responsible adult know immediately if they find anything online makes you uncomfortable.

BE RESPONSIBLE

☐ Follow all school rules and instructions from school staff, including when using digital devices and online services.
☐ Take care with the digital devices they use.
☐ Take care with the school-owned devices they share with others, so that other people can use them
☐ Use online services in responsible and age-appropriate ways.
  o Only use online services in the ways agreed to with their teacher.
  o Only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks.
☐ Understand that everything done on the school's network is monitored by teachers and the Department of Education.

BE RESPECTFUL

☐ Respect and protect the privacy, safety and wellbeing of others.
☐ Do not share anyone else's personal information.
☐ Get permission before you take a photo or video of someone, including from the person and from a teacher.
☐ Do not harass or bully other students, including cyberbullying using a digital device or online service.
☐ Do not send or share messages or content that could cause harm, including things that might be:
  o inappropriate, offensive or abusive;
  o considered bullying;
  o private or confidential; and/or
  o a virus or other harmful software.

Smalls Road Public School

Acceptable usage agreement 2021

It is important to ensure that students (and their parents or carers) are aware of and agree to the School Policy prior to using devices in the schools' digital learning environment. Teachers outline these requirements with students each year, and as required throughout the year. All use at school is monitored by the teacher and filtering of websites is managed by the Department of Education.

Please see our school website for more information about our technology programs: https://smallsroad-p.schools.nsw.gov.au/learning-at-our-school/technology-guides.html

By accepting the terms, the student and parents / carers acknowledge that they agree to:

- Comply with the conditions of internet usage in classrooms as outlined to students by class teachers
- The school and the DoE have the capacity to access devices and the data/information- on/at the principal's discretion
- The withdrawal of access to school devices should the student mishandle or not comply with teacher expectations
- Comply with DoE or school policies concerning devices at school and while connected to the Department's DoE's network including:
  - Online Communication Services – Acceptable Usage for School Students
  - Acceptable Use of Department's DoE portal services
- Report any inappropriate behaviour or material to a teacher
- Demonstrate positive digital citizenship at all times
- Use web-based services appropriately (students are provisioned with an @education.nsw.gov.au email account. These include full access to Microsoft 365, Google Suite (no gmail access) and other external applications). Usernames are shared at the beginning of each school year
- Use computer technology appropriately. The school's technology fleet is large and students regularly use devices including tablets, netbooks and interactive panels to enhance their learning experiences.
- If wilful damage to a school device occurs, families may incur a service or repair charge for our school devices in negotiation with the school executive
- Participate appropriately in video conferencing and virtual classroom events. These are supervised and completed as part of a whole class

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Please cut on the line above and return this slip only.

By signing this acceptable usage agreement, both you and your child are accepting the correct use of digital devices and acknowledge, if in the event this agreement is breached, their access to school devices may be restricted.

I agree to use digital devices appropriately at all times:

Child's name: _____   **Child's signature (if year 3 and above): _____**

I agree that my child will use school digital devices appropriately at all times and I will be contacted by the school in the event the agreements have been breached at any time

Parent's name: _____   **Parent's signature: _____**