



St Francis de Sales Catholic Primary School  
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# St Francis de Sales Digital Technology Acceptable Use Agreement - User

St Francis de Sales Catholic Primary School

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## St Francis de Sales Behaviour Purpose Statement

At St Francis de Sales we can **bloom where we are planted** and can be the **best we can be**.

We are **Safe, Kind, Responsible** and **Proud**.

We are ready **to learn**.



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# SFds Digital Technology Acceptable Use Agreement - User

**St Francis de Sales Catholic Primary School Commitment Statement to Child Safety**  
**A safe and nurturing culture for all children and young people at our Catholic school**

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## **Best practices**

At St Francis de Sales Primary School, we believe that best practice pedagogy harnesses Learning Technologies for the benefit of all in the school community. Developing future focused competencies and skill sets that will be vital for our students during and beyond their school years is a high priority, as will understanding their responsibilities and safety issues while working in a digital environment.

SFds recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with families. We request that families work with us and encourage this behaviour at home.

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## **Who does this agreement apply to?**

St Francis de Sales Primary School Students to support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

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## **Term 'Parent'**

For the purpose of this agreement the term 'parent' refers to: parents, guardians and caregivers.

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## **At SFds we:**

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.



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- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- Support parents/families to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:

**Bullystoppers Interactive Learning Modules – parents**

[www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

**Cybersafety guide – parents**

[www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx)

- Respond to issues or incidents that have the potential to impact on the wellbeing of our students, and support parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
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## 1 Student's Safe and Responsible Behaviour

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**When I use digital technologies and the internet I communicate respectfully by:**

- always thinking and checking that what I write or post is polite and respectful
  - being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
  - working to stop bullying. I don't send mean or bullying messages or pass them on to others
  - creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.
- 

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

- protect my friends' information in the same way
  - protect my passwords and don't share them with anyone except my parent and teacher
  - only ever join spaces with my parents or teacher's guidance and permission
  - never answer questions online that ask for my personal information
  - know not to post three or more pieces of identifiable information about myself.
- 

**When I use digital technologies and the internet I respect myself and others by thinking about what I share online. This means I:**

- stop to think about what I post or share online
  - use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
  - protect 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 or if I need help
  - speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
  - don't deliberately search for something rude or violent
  - turn off or close the screen if I see something I don't like and tell a trusted adult
  - am careful with the equipment I use.
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**At school, we/I have:**

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

## **2 Student declaration and acknowledgement**

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**When using digital technologies, I will:**

- follow the expectations set out in this Acceptable Use Agreement, using this knowledge at school and everywhere I use digital technologies and the internet.
- report to a trusted adult when I see or know about something that is unsafe, inappropriate or anything I am unsure about.
- handle ICT devices with care and notifying a teacher of any damage or required attention.
- abide by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary.

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**This Acceptable Use Agreement applies to all digital technologies and the internet including, although not limited to:**

- school owned ICT devices (e.g. iPads, Chromebooks, desktops, laptops, printers).
- mobile phones and student owned devices.
- email and instant messaging.
- internet, intranet (social networking sites).
- video and photo sharing websites.

### **Acceptance to abide by the SFdS Digital Technology Acceptable Use Agreement – Student**

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This Digital Technology Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

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**I understand that if I breach the above agreement, ICT privileges will be restricted.**

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Student name: \_\_\_\_\_

Signed: \_\_\_\_\_

Please print full name

Date: \_\_\_\_\_



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## Acceptance to abide by the SFdS Digital Technology Acceptable Use Agreement User – Parent and/or Guardian

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This Digital Technology Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

**I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.**

**I understand that there are actions and consequences if my child does not follow these expectations set out in this acceptable use agreement.**

**I understand that if my child violates the above agreement, Digital Technology privileges may be restricted.**

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Parent and/or Guardian name: \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Please print full name

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Parent and/or Guardian name: \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Please print full name

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