**Digital Technology and Internet Agreement**

**STUDENT DECLARATION**

**When I use the Internet, I have responsibilities and rules to follow.**

**I will 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 feel (*ask students to reflect on how they would feel*.)
* not sending mean or bullying messages or forwarding them to other people.
* creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

**I will 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
* 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.

**I will respect myself and others** by thinking about what I share online. This means I:

* stop to think about what I post or share online
* will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
* use spaces or sites that are appropriate, 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, unsafe 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.

**I will talk to my parents/teacher or another trusted 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 for our school
	+ someone writes something I don’t like, or makes me and my friends feel uncomfortable or unsafe 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 by online activities

 **Parent/Guardian and student to complete/sign agreement on next page and return that page only to the school office. Keep the rest of this document at home somewhere handy so that you and your child can refer to it as needed.**

**STUDENT – DIGITAL TECHNOLOGY AND INTERNET AGREEMENT**

***Student Agreement***

**Student Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the declaration, I acknowledge and agree to abide by the schools digital technology and internet rules. I understand that I may not be able to access the internet at school if I do not act responsibly. As a student, I continue to learn to use digital technology safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

**Student Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Parent Permission and Agreement***

I agree to allow my child to use the Internet at school. I have read this document and have discussed the scenarios, potential problems and responsible use of the Internet with my child as outlined here.

I will contact the school if there is anything here that I do not understand and if there is a situation which concerns me.

**Parent/Guardian Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Digital Technology and the Internet**

**SCHOOL PROFILE STATEMENT**

**Woodside Primary School** uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly.

Your child has been asked to agree to use the Internet responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At **Woodside PS** we:

* provide a filtered Internet service to block inappropriate content
* use online sites and digital tools that supports students learning
* provide supervision and direction with Internet activities
* work towards setting tasks that ask your child open questions, to deter from copy and pasting answers from the Internet
* reinforce the importance of safe and respectful use of the Internet in all curriculum areas
* provide support to parents to understand this agreement
* confirm that the use of social media sites is not authorised by teachers and is not allowed on the school’s internet or school devices
* address issues or incidents that have the potential to impact on the wellbeing of students
* will refer suspected illegal online acts to the relevant Law Enforcement Authority for investigation

Here are some possible scenarios your child might encounter when using the Internet. In order to help your child fully understand their responsibilities online - we ask you to discuss these with your child.

We also recommend that you read and follow the “Bridging the gap between home and school” information to help you understand how your child may be using the Internet at home or sometime in the future.

Questions for teacher/student discussion:

Someone keeps messaging nasty and upsetting comments about you and your friends.

You were working ... but then this sign flashed you clicked and now you have forgotten what you were supposed to do

You found the car you were searching for, but on top of it was a naked lady!

While you were working a sign flashed. You clicked and now you have forgotten what you were supposed to do.

**What do you do?**

A person you have met online asks you to give them your full name and phone number and suggests you meet.

What if you have chatted with them for a long time and know them really well?

A great game online will only let you play it if you fill in the box with your full personal details.

A friend tells you about a great site where there is “free” music to download....

**For Parents: Bridging the gap between home and school**

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun. If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work.

**At home we recommend you:**

* make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
* have the computer with Internet access in a shared place in the house – not your child’s bedroom
* ask questions when your child shows you what they are doing, such as:
	+ how does it work and how do you set it up?
	+ who is else is sharing this space or game - did you know them before or “meet” them online?)
	+ why is this so enjoyable – what makes it fun?
	+ can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
	+ what are you doing to protect yourself or your friends from these potential dangers?
	+ when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

**Statistics show that students will not approach an adult for help because:**

* they might get the blame for any incident
* they don’t think adults “get” their online stuff – it is for students only
* they might put at risk their own access to technology by either:
	+ admitting to a mistake or
	+ highlighting a situation that might lead a parent to ban their access.

**What has your child agreed to and why?**

**Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.**

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Facebook, TikTok etc

We recommend they:

* don’t use their own name, but develop an online name and use avatars.
* don’t share personal details including images of themselves or their friends online
* password protect any spaces or accounts they have and protect that password.
* don’t allow anyone they don’t know to join their chat or collaborative space.
* are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)

**Being respectful online and not participating in online bullying**

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face.

* being online can make students feel that they are anonymous
* the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
* often the online environment has very few adults.

**Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.**

By just taking care with the equipment, printing and downloading from the Internet students can save time, money and the environment. Students often see the Internet as “free”. Just looking at a page on the Internet is a download and is charged somewhere.

**Not bringing or downloading unauthorised programs, including games, to the**

**school or run them on school computers**

The school connects all of the computers through a network. The introduction of unknown

games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

**Not go looking for rude or offensive sites.**

Filters block a lot of inappropriate content but it is not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's Internet access will be reviewed.

**Using the Internet at school to learn.**

It is important to realise that there is a time for fun and a time for work (even on the Internet). Staying on task on the internet will reduce risk of inappropriate access and teach students strategies to use the Internet for their learning.

**Remembering the content on the web as someone else’s property and asking teacher to help get permission before using information or pictures**

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.

By downloading a freebee you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

**Thinking carefully about what is on the Internet, questioning if it is from a reliable source and using the information to help answer questions.**

Not everything on the Internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the Internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, saying to a student “Tell me about wombats” might encourage him/her to copy and paste facts about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

**Talk to my teacher, parent or another trusted 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 for our school**
	+ **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 by online activities**

The Internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content. We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or Internet Safety in general contact either the school or the contact below

The following resources provide current information from both the [Department of Education & Training](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) and The Children’s eSafety Commission:

* Bullystoppers [www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
* [eSafetyParent](https://www.esafety.gov.au/education-resources/iparent)  [www.esafety.gov.au/education-resources/iparent](http://www.esafety.gov.au/education-resources/iparent)