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| St Brigid's Primary School | System Update: 22.04.2021 |  <small>Omnia Vincit Veritas</small> |
| Version 0.1 | Date of Next Review: 28.02.2022 | |

Digital Devices

Acceptable Use Policy 2021

Foundation to Years 6

St Brigid's Primary School recognises that student instruction and student learning is changing as telecommunications and other new technologies alter the ways in which information is accessed, communicated and shared online. Our school also recognises that electronic information research skills are now required as essential knowledge for members of our society. Our school also aims to provide a safe online environment promoting digital responsibility.

St Brigid actively supports student access to the widest variety of information resources, so that they may develop the appropriate skills to analyse and evaluate such resources. We believe that the benefits of students being able to access and retrieve information far exceed the disadvantages. However, access requires responsibility.

While one of the purposes of the school's eLearning Program is to use the Internet and St Brigid Student Portal resources for constructive educational goals, students may find ways to access other materials. Despite our filtering systems, families should be aware that some material accessible via the Internet may contain items that are illegal, inaccurate, or inappropriate. Because of the ultimate responsibility of parents to set standards and ensure their children use information sources correctly, we ask parents to discuss these issues with their children. These issues will also be discussed at school. To assist with this all students will be involved in Cybersmart lessons, both internally and externally during the course of the year.

Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom, or on the school playground. The same standards for any written communications apply when working online. Non-compliance with school guidelines of appropriate Internet usage will be dealt with in accordance with the school's behaviour management practices.

The attached agreement includes sections for students and parents. There are separate areas for parent and student signatures at the end of each agreement. Class teachers will outline and discuss items within the Student Agreement during class time to ensure that students have a clear understanding of their responsibilities. Please also discuss the Student Agreement with your child at home prior to your child signing. We understand that Foundation and Year 1 students may be unable to read the agreement but following verbal discussion with you can sign the agreement to confirm discussion and understanding of the points outlined. We would like to you to discuss this User Agreement with your child.

Please read and sign both agreements and return with your child to school by Friday 30th April 2021.

Wendy Sullivan

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Principal

Student Acceptable Use Agreement Foundation to Years 6

Rules and guidelines for computer use at St Brigid's Primary School

By signing this agreement you are acknowledging and agreeing to each item listed below.

Using the Network:

When using the network at St Brigid's Primary School, I will:

- follow teacher directions at all times when using the computer Network
- not intentionally damage devices or other hardware on the network in any way
- not attempt to use a password other than my own to access the network or email account
- not provide my network or email password to other students
- not interfere with the network by installing any software, shareware, or freeware
- report any issues or malfunctions related to hardware or software to my teacher
- not connect any personal devices including iPads, smartphones or other mobile devices, portable memory sticks and hard drives, gaming consoles and MP3 players to the St Brigid network including wireless networks without discussions with my teacher first

Using the Internet and Student Portal:

When using the Internet and Student Portal at St Brigid's Primary School, will:

- only work on the Internet and Student Portal for purposes specified by my teacher
- follow school guidelines and procedures when preparing materials for publication on the Student Portal or collaborative sites
- not forward or publish any copyrighted materials that I don't have permission to use and provide a citation where possible
- request permission from my teacher to publish work or photographs on a public internet site
- understand that any emails sent containing inappropriate language will be forwarded automatically to the Principal and managed accordingly
- close the browser and tell the teacher if I accidentally encounter inappropriate material
- not attempt to visit any inappropriate websites on the understanding that all web searches are monitored
- not attempt to download or install any software or respond to online ads or competitions

Interacting in an online environment:

When using the Internet and Student Portal at St Brigid's Primary School, I will:

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- request permission from my teacher to engage in online discussions and participation in blogs, wikis and other collaborative forums
- not use the Internet, email or Student Portal to frighten, harass, annoy, embarrass, humiliate, threaten or intimidate another person including inappropriate cyber behaviours.
- not give out personal information such as my surname, address, telephone number, school and/or parents' work address/telephone number or details
- never send a person my photograph or another person's photograph without first checking with my teacher
- not respond to any unpleasant messages that make me feel uncomfortable in any way report any cyberbullying or harassment to my teacher
- use my school email account only for school based tasks and communication

Accessing and creating digital materials:

When accessing and creating digital materials at St Brigid's Primary School, I will:

- not interfere with or look into work folders or files that belong to others
- not copy the work of others and say it is my own
- not use material from web sites, including images, unless I have permission from the person who created the material. If I am unsure, I will check with my teacher
- think carefully about what I read on the internet and question if it is from a reliable source
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek teacher permission before uploading any content to websites (e.g. blogs) reference any material copied from the internet for the purpose of publishing

Using cameras, mobile phones and digital devices:

I will:

- not bring a digital device including an iPod, MP3 players or gaming consoles to school (excluding mobile phones)
- turn off my mobile phone and hand it in at the office before school and collect it after school, if I have parental permission to do so
- not take photos or videos of any student or staff at St Brigid's school using a digital device and publish on a public or secure website or social network such as Facebook, Twitter, Instagram etc.
- protect the privacy of others and never post, send or share private information, photos or video of another person
- take care of any school devices I use for school tasks and report any issues or malfunctions

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- not use any camera or recording functions at school unless directed by my teacher

Student first name:

Student surname:

Student class:

Date of birth:

Student Signature:

Date:

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Parent Acceptable Use Policy

Foundation to Years

PUBLICATION OF STUDENTS' WORK ON SCHOOL PORTALS

St Brigid's has a secure Student Portal, as well as a school website, which provide the school community with access to online material and information managed by St Brigid staff. At St Brigid, we celebrate the efforts of our students by mentioning their participation in school events and their achievements on documents uploaded to our Portals/Website/Social Media(with parent permission). Occasionally photographs and first name of the students as well as work samples are included on the Portals/Website. No names will be posted on social media.

The Student Portal is designed using GAFE (Google Apps For Education), are protected sites and require the use of a username and password for access which is issued to each student individually. The Student Portal may be accessed by students at home as required.

As a part of our Information Technology program, students will complete work, such as class web pages and digital material that we publish on the Student Class Webpages. These sites may contain student projects, student photographs, and other compositions.

PHOTOGRAPHS AND VIDEO

Photographs and video are taken by school staff and authorised photographers during the school year in order to capture school events and activities. Photographs and video can increase pupil motivation and help parents and the local community identify and celebrate the school's achievements.

A separate *Photograph & Recording permission form* is issued to all parents to sign which is valid for an indefinite period of time and will only need to be renewed if the school's policy changes.

If you wish to withdraw this authorisation, it is your responsibility to notify the school in writing. Please note that images or video published with permission in one calendar year may continue to be published into the next and separate permission will not be sought if permission was originally granted.

IMAGES TAKEN BY ADULTS OTHER THAN SCHOOL STAFF

The school allows filming and photographs to be taken by parents/carers etc., at school events and celebrations. These images may be used for personal use only and may not be distributed into the public domain or used by the press or as publicity materials without special consent being given from both the Principal and the relevant parents/carers.

MOBILE PHONES

As a general rule we do not believe that primary school students require the use of a mobile phone at school.

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In circumstances where students are making their own way to and from school independently or where students are involved in extracurricular activities after school, parents may consider that a mobile phone is required for personal safety reasons.

We do not anticipate that students in years Foundation to 2 will need to bring a mobile phone to school. However, if required, parents and students must adhere to and sign this acceptable use agreement which outlines the conditions of mobile phone use at school. Phones are brought to school at the user's own risk and the school takes no responsibility for loss or theft. They must be handed into the office every morning before school and retrieved by the student at the end of the school day.

Students must not take photos or videos of any teachers or students whilst at school using their mobile phones.

REPORTING STUDENT USE ON ONLINE SOCIAL NETWORKS

St Brigid, through its participation in Cyber Safety programs, has made a key commitment to protecting students in an online environment. Many students currently have their own personal accounts in online social networks, some legal, others illegal. Most social networking sites do not permit children under the age of 13 to hold an account. Facebook and Instagram clearly outline in their terms that children under 13 cannot obtain membership to these social networks and an attempt to do so is a breach of the law.

Parent Permission and Acceptable Use Agreement

I understand and authorise that:

- My child will have use of the school's computer Network, internet, Portals and supervised and restricted collaborative sites while at school and must use each according to the guidelines and rules outlined.
- My child's work may be published on the school's portals.
- My child will use email according to the school guidelines and the rules outlined.
- Messages that are created, sent or received using the St Brigid email system are the property of St Brigid. St Brigid reserves the right to access and disclose the contents of all messages created, sent or received using the email system. The email system is strictly for St Brigid use only.
- If I wish to withdraw permission for photographs and video of my child to be used for the purposes described in the *Photographs Permission form*, it is my responsibility to notify the school in writing.
- In the event that I take photographs or video at school events, these will be used for personal use only and I will not distribute these into the public domain or use them without special consent being given from both the Principal and the relevant parents/carers.
- My child is allowed to use the internet at school.
- My child is not authorised to bring or use a mobile phone at school unless I have provided permission in writing to the school.
- I have discussed the scenarios, potential problems and responsible use of computers and the internet with my child as outlined in this Acceptable Use Policy.

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I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact the school to discuss my concerns.

Parent first name:

Parent surname:

Student full name:

Student class:

Date of birth:

Parent Signature:

Date: