

# Digital Technologies Agreement 2017



As part of Parkdale Primary School's eSmart vision, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and is underpinned by our expectation of safe and responsible behavior.

At Parkdale Primary School we:

- have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child

## Student agreement

When I (the student) 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 classmates and thinking about how the things I do 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 passwords and don't share them with anyone except my parents
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information

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'm not sure I ask a trusted adult for help
- protect my friends' personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- turn off or close the screen if I see something I don't like and tell an adult
- won't deliberately search for something rude, violent or inappropriate
- am careful with the equipment I use.

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## Acknowledgment

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

- school owned ICT devices (e.g. laptops, ipads, printers, scanners)
- internet, intranet
- cloud services (e.g. Google drives)
- online digital portfolios (e.g. Seesaw)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs
- forums, discussion boards and groups
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

## Student Signature

I will use this knowledge at school and wherever I use digital technologies and the internet.

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

Student signature: \_\_\_\_\_

## Parent Signature

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 established within the school's Student Engagement Policy if my child does not behave appropriately.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

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As part of our teaching and learning from Foundation to Year 6 this year, we will be utilizing a range of applications, some which have storage in 'The Cloud'. These applications enhance communication and collaboration, both inside and outside the classroom. They also allows students to work on documents from any Internet accessible device and easily share work with teachers and other students.

Students will have access to and **may** use:

- Google Drive – a cloud-based drive in which files can be saved.
- Google Documents - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- Google Sites - an individual and collaborative website creation tool. Using these tools, students collaboratively create, edit and share files and websites for school related project.
- Seesaw – an online digital journal allowing work to be shared between classmates and parents.
- Mathletics/Mangahigh – maths based programs allowing students to practice maths skills learnt in class through mini lessons and games.
- Class Dojo

These services are entirely online and available 24/7 from any Internet-connected computer or device. Students will be using during class time and may have opportunities to use the Apps at home with your consent and permission, but home access is not a requirement for accessing and completing set learning tasks.

Our school Digital Technologies Acceptable Use agreement applies to all applications, and students are expected to use the Apps appropriately and for school use only.

If you give your child permission to access and utilise the applications outlined please sign the permission form below.

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I give my child \_\_\_\_\_ permission to receive, access and utilise the applications outlined above. I acknowledge that my child' use of the account must be in line with the Parkdale Primary School's Digital Technologies Acceptable Use agreement.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

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## Photographic Permission Form

At Parkdale Primary School children will be involved in a range of activities that may be used for a variety of purposes. These activities might include regular classroom tasks and projects or photos of special school events such as sporting events, camps and excursions. Photos and children's work may be used in printed material such as the school newsletter, digital displays and school website

This form seeks your permission to use your child's image for displays and learning activities, both at school and on our school website.

In the event that an opportunity arises for your child's image to be used outside of our school community such as television or print media, your permission will be sought.

We require all parents to complete the authorisation from below. If you have any further questions please contact your child's teacher.

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I hereby

☐

Authorise

☐

Not Authorise

my child's image to be used for the purposes as described above by Parkdale Primary School

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

Please note that this form covers the duration of this current school year only (2017) at Parkdale Primary School.