



eSmart Information for Parents

At Bonbeach Primary School and Pre-School 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 online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our 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.
- Have developed an eSmart agreement and curriculum to educate our students on how to be safe and responsible users of digital technologies.
- To raise our students' awareness of issues such as cyber bullying, 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 including reviewing and considering the safety and appropriateness of online tools and communities.
- 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, including those reported through online services.
- Know that some online activities are illegal, and as such we are required to report this to the appropriate authority.
- 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 by providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

Student eSmart Agreement



Teachers will use this document to discuss and teach the safe and responsible online behaviours that the **school expects** of its students.

Parents should discuss this document with their child to ensure that safe and responsible online behaviours are adhered to while **outside of the school environment**.

When I use digital technologies I:

- **Communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ✓ Never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- ✓ Not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- ✓ Not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link)
- **Protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- ✓ Protecting my friends' information in the same way
- ✓ Protecting my password and not sharing it with others
- ✓ Only joining a space online with my parent or teacher's guidance and permission

- ✓ Never answering questions online that ask for my personal information.

- **Look after myself and others** by thinking about what I share online.

This means:

- ✓ Never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ✓ Speaking to a trusted adult if I see something that makes me feel upset or if I need help
- ✓ Speaking to a trusted adult if someone is unkind to me
- ✓ Speaking to a trusted adult if I know someone else is upset or scared
- ✓ Stopping to think about what I post or share online
- ✓ Using spaces or sites that are right for my age
- ✓ Not deliberately searching for something rude or violent
- ✓ Either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- ✓ Being careful with the equipment I use

All misdemeanours occurring at school will be assessed and documented by the teacher in charge at the time. The teacher will refer to the Positive Behaviour for Learning (PBL) expectations for further action.

Student eSmart Declaration

This Student Agreement below must be completed, read and discussed in conjunction with the Bonbeach Primary School eSmart Policy and Anti Bullying Policy which can be found on the school's website.

When I use digital technologies I:

1. **Communicate** politely and respectfully:

This means that I will:

✓ Write nice things to other people

✓ Not make someone feel sad

✓

✓

2. **Protect personal information.**

This means that I will:

✓ Not share my photo online

✓

✓

✓

3. **Look after myself and others** by thinking about what I share online.

This means that I will:

✓ Not share my friends photo online

✓ Tell my teacher or a trusted adult if someone is unkind to me

✓

✓

STUDENT DECLARATION AND PARENT/GUARDIAN PERMISSION

I acknowledge that I have read the Bonbeach Primary School eSmart Student Agreement and the relevant policies and have discussed their content with my child. I give permission for my child to use digital technologies and access the internet at school for educational purposes.

Student name: _____ Grade: _____ Date: _____

Student signature: _____

Parent/guardian name: _____ Signature: _____



Student Computer Use Agreement

The computer network of Bonbeach Primary School has been provided for us to use as a tool in our classrooms and flexible learning spaces. This Student Computer Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, school intranet
- social networking sites and blogs (e.g. Facebook, Twitter, Wikipedia)
- video and photo sharing websites (e.g. YouTube)
- forums, discussion boards and groups (e.g. Google groups)
- VOD, podcasts, video conferences and web conferences.

Care and Usage of the Equipment

- I will take great care when using the computer equipment throughout the school.
- I will not eat or drink near the computers.
- I will only use the computer with a teacher's permission.
- I will not copy, download or put my own software on the school computers as this may cause a virus.

Work Habits

- I agree to follow all teaching instructions when using the computers.
- When using the World Wide Web, I will only search for information about my work.
- I will only read my own email.
- I will make sure that the email I send out shows politeness and respect as a representative of Bonbeach Primary School.
- I will not submit other people's work as my own.
- My behaviour in computer classes will be responsible and courteous at all times.
- I will work cooperatively and conscientiously at all times.
- I will only access sites relevant to my work or as instructed by a teacher.

This Computer 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 and I need to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

My child and I understand that there are actions and consequences established within the school's **eSmart Agreement** and **Student Discipline Policy** if my child does not behave appropriately.

Student name: _____ Student signature: _____

School name: Bonbeach Primary School and Pre-School

Phone: (03) 9772 3471

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____