Yarra Ranges Special Developmental School
Celebrating Ability

PO Box 19, Mt Evelyn Vic 3796 I 20 Burdap Drive, Mt Evelyn Vic 3796
Telephone: 03 9736 2499 I Facsimile: 03 9736 3034 I Email: yarra.ranges.sds@edumail.vic.gov.au
ABN: 50554025216 I School Number: 015246

Acceptable Use Agreement

School statement

At Yarra Ranges Special Developmental 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
- educate our students to be safe and responsible users of digital technologies. *(Include internet usage, email usage and controlled social media)*
- 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 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; 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)
  - Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)
- provide students with communication facilities such as email to teach them about responsible communication using digital media.
- reserve the right to read, block and disable the use of emails and or technology if we feel inappropriate or questionable behavior is taking place.

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Safe and responsible behaviour

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 (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- using email, computers & technology during appropriate hours (8am to 8pm)
- using email, computers & technology for education purposes.

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
- 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
- never share photos or personal information with people I don't know.
- never write anything that may hurt others feelings or embarrass them.
- am careful with the equipment I use.

At school we/I:
- discuss ways to be a safe and responsible user of digital technologies and the internet.
- ask my parent\teacher before using technology

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

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Student agreement

Student agreement

_____
(Teacher/Principal's)

acknowledges the commitment of

_____ (with support)
(Student)

**to being a respectful, safe and responsible user of
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

_____   _____
Student's signature (as appropriate)   Teacher/Principal's signature
Or Parent's signature

Date

_____