This agreement applies to the use of all web access and student wellbeing at St Thomas More

Description:
The Internet is a large and complex ‘electronic highway’ system that connects computers, institutions, and people all over the world. Students and staff members will have the opportunity to access information and news from a wide variety of sources at home and at school. The Internet should provide many exciting opportunities for learning. Our technology at St Thomas More is the vehicle we use to access information across the internet. We also use technology such as desktop and laptop computers, interactive whiteboards, cameras, iPads, iPods, CD players and video recorders to capture and celebrate our learning.

Purpose:
The purpose of the use of the Internet at St. Thomas More is to support educational progress of all of our students. The Internet provides resources and unique opportunities for collaborative work. It helps students and staff members become real participants in the information age by allowing them to access and use information from computers anywhere, communicate and share information with individuals or groups of other students and staff, and to expand their knowledge bases. We need to recognise that as technologies shift, the ways that information may be accessed, communicated, and transferred, those changes may also alter instruction and student learning. However, Electronic information research skills are fundamental to the preparation of future citizens and employees.

The purpose of technology use at St. Thomas More is to engage and inspire us all to learn and celebrate our achievements. These tools allow us to keep track of our learning journey.

Proper and Ethical Use:
The Internet is to be used for educational purposes, not for personal communication or for entertainment. This is monitored through students individual usernames and logins. The content of information accessed should be closely related to the educational curriculum. Access is a privilege, not a right, and will be governed by the following procedures and regulations:

1. Students, teachers and parents agree to the terms and conditions as set out in this Acceptable Use Policy - Each student who gains access to the internet must have signed this agreement with their parents/guardians. Teachers and employees of the school will also sign the agreement. This is kept on file. Any misuse of the internet and technology will result in consequences decided by the principal. This will include supportive measures to ensure that the child or adult understands
how to use technology appropriately in the future.

2. School expectations for students, teachers and parents:
   - Follow directions
   - Keep hands, feet and objects to yourself
   - Speak appropriately
   - Move safely at all times
   - Listen to the speaker at all times
   - Take care of all equipment, belongings and property

3. Access to the Internet - Students may access their email, Edmodo, and the internet both at school and at home. They will use various search engines such as google, in order to access information related to their learning. The school intranet will also be accessible at school. It is a condition of access that students respect the rules and regulations of the use of technology at STM. These include:

   - **Cyberbullying** - Cyberbullying is a term used to describe bullying that is carried out through internet or mobile phone technologies. It is often combined with off-line bullying. It may include a combination of behaviours such as pranking (i.e. hang-up calls), sending insulting text messages, publishing someone’s private information, creating hate sites or implementing social exclusion campaigns in social networking sites. It is also cyberbullying when a student(s) uses technology to run a multi-step campaign to bully another student, e.g. setting another student up to be assaulted, video-recording their humiliation, posting the video-recording online and then sending the website address to others. (NSSF, p.45)

   - **Privacy** - Students are to access their online accounts only. Students should keep their usernames and passwords private. No student is to access another student’s account.

   - **Appropriate usage and access** - No student is to deliberately access or send inappropriate websites or files to any other user. A firewall at school prevents students from accessing inappropriate material, however, students must not misuse their account from home as well. All access including emails and downloads are monitored and tracked by the principal and leadership teams. Students are also forbidden from using swear words and foul language in all forms of communication on the internet. If any student behaves inappropriately when handling technology devices, leading to damage, a meeting will be held with the students, their parents and the school principal whereby an arrangement will be made. This may involve covering the cost of damage or alternative consequences.

   - **Sexting** - the act of sending sexually explicit messages and/or photographs, primarily between mobile devices is strictly prohibited.

   - **Bullying** - Bullying is when someone, or a group or people who have more power at the time deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion. There are three broad categories of bullying; direct physical bullying, direct verbal bullying and indirect bullying. All forms of bullying are prohibited. For more information visit the, ‘Safe Schools Strategy,’ via [www.eduweb.vic.gov.au](http://www.eduweb.vic.gov.au).
Important terms children, parents and teachers should know:

- **Flaming**: Flaming is the sending of messages that includes bad language, or undesirable or obscene content. Flaming, also known as 'flame wars', generally occurs in unmoderated chat rooms. The majority of chat rooms remain 'open', where messages are posted automatically without human intervention.

- **Digital Citizenship**: A person utilising information technology (IT) in order to engage in society, politics, and government participation.

- **Discussion boards**: An internet forum, or message board, is an online discussion site where people can hold conversations in the form of posted messages.

- **Moderation**: This is the process of providing comments or posts by a moderator. Once approved other users can see the comments or posts.

- **Posts**: To post is to put content up online, such as on a social networking website profile or a chat forum. Examples of content that can be posted include photos, status updates or blog content.

- **Spam**: The sending of unsolicited commercial electronic messages is known as Spam. Under the Spam Act 2003, spam is defined as including email, instant messaging, SMS and MMS (text and image-based mobile phone messaging) of a commercial nature. It does not cover faxes, internet pop-ups or voice telemarketing. ACMA is responsible for enforcing the Spam Act in Australia and actively works to fight spam.

- **Predator**: Predator is a person using the internet and online social mediums to groom, stalk, and make inappropriate contact with another person or group of people.

- **Grooming**: Grooming occurs when an adult takes deliberate actions to befriend and establish an emotional connection with a child in order to lower the child's inhibitions with the intent of later having sexual contact. It may include situations where adults pose as children in chat rooms or social networking sites and 'befriend' children in order to make arrangements to meet with them in person.

- **Cyberbullying**: Cyberbullying occurs when technology is used to deliberately and repeatedly engage in hostile behaviour to harm someone. Groups and individuals can be both the perpetrators and targets of bullying.

- **Phishing**: Phishing is when emails are sent from falsified email addresses. Many phishing emails often claim to be from a bank, online retailer or credit card company. These emails direct recipients to a website that looks like the real website of a retailer or financial institution, which is designed to encourage the visitor to reveal financial details such as credit card numbers, account names and passwords, or other personal information.

- **Malware**: Malware is a term used to describe malicious software. This can include viruses, Trojans, adware, spyware, and so on.

- **Profile**: Profile is the personal information that is entered in social networking and other sites.

- **Sexting**: Sexting refers to the sending of provocative or sexual photos, messages, or videos, generally using a mobile phone. It can also include posting this type of material online.

- **Bullying**: Bullying is when someone, or a group or people who have more power at the time deliberately upset or hurt another person, their property, reputation or social acceptance.
on more than one occasion. There are three broad categories of bullying; direct physical bullying, direct verbal bullying and indirect bullying. All forms of bullying are prohibited. For more information visit the, ‘Safe Schools Strategy,’ via [www.eduweb.vic.gov.au](http://www.eduweb.vic.gov.au).

- **Hacker** - someone who breaks into systems and performs other destructive or illegal acts with computers and networks. Some hackers like to prove that they can break into systems and leave a clue, whilst most prefer to leave no traces of their visits.

*Please note that most definitions were sourced from [http://www.cybersmart.gov.au/Glossary.aspx#B](http://www.cybersmart.gov.au/Glossary.aspx#B)*

4. **Safe and appropriate use of technology tools** – Teachers, students and parents need to use technology tools safely and appropriately. At no time should changes be made to any settings (including screen savers) which may alter the tools appearance or function. Technology should be stored and transported with care and should not be removed from the school.

5. **Violations of Conditions of the Policy** - Any violations of this policy, including the misuse of the internet and technology will result in consequences decided by the principal. This will include supportive measures to ensure that the child or adult understands how to use technology appropriately in the future. If any issues arise that are of a concern to any student, parent or teacher, please refer to the grievance procedures flow chart as outlined in the Communication Policy.

6. **Social Media** - At St Thomas More we embrace the safe use of Social Media. We use Edmodo as a learning platform to teach and educate children about how to be appropriate and safe in online spaces. Our school Twitter account is used to connect with the parent community whilst on excursions and camps. Our school Pinterest page serves as a resource centre for parents and the community. Other forms of social media such as Facebook, Instagram, Snap Chat and KIK, are not used. Please note that many forms of social media have minimum age requirements. (Facebook= 13years old, Instagram= 13 years old, SnapChat = 13 KIK= 17 years old). If the school becomes aware of students with accounts that violate minimum age requirements they will be reported to the relevant hosts. Parents will also be notified.

**Abuse of Privacy Using Technology at Home:**
Parents must take responsibility for their child’s use of technology at home. The school cannot be held responsible for the inappropriate actions of students outside the school property. When concerns arise at school, stemming from the misuse of technology in the home, the Principal/Leadership / teacher will consult with those involved, including parents to help develop a resolution. If appropriate or deemed necessary, the Police may be contacted to help with this process.

**Acceptable Use Agreement @ STM for students:**
Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media (Edmodo) or Apps such as ABCkids or Club Penguin.
School Profile Statement:
St Thomas More Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians and teachers. We request that parents/guardians work with us and encourage this behaviour at home.

At St Thomas More we:
- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Communication Policy that clearly states our school’s values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students’ awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- 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
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- provide parents/guardians with a copy of this agreement

Programs that are in place to support safe and responsible use of digital technologies @ STM:
- Edmodo
- Cyber Safety Lessons
- working towards e-smart status
- Better Buddies
- Mathletics
- Storybird
- Google Drive
- Blogs

Procedures that are in place to support safe and responsible use of digital technologies @ STM:
- Communication Policy
Student Email lesson setup
Personalised email accounts and passwords from Grades 2-6
e-smart committee
Incursions about being safe on the internet
Teacher Professional Development
Monitored technology use
Parent information and education sessions
Dedicated cybersafety page on school website and year level blogs

Safe and responsible behaviour:
Teachers will use the below statements to discuss and teach the safe and responsible online behaviours that St Thomas More expects of its students. Parents can also use them to further discuss with their children and to promote and reinforce safe and responsible online behaviour at home.

When I use digital technologies I will:
• **communicate respectfully and appropriately** by thinking and checking that what I write or post is polite and respectful.

This means:
• never sending mean or inappropriate messages or passing them on, as this makes me part of the bullying
• not using actions, images or words online to be mean to others. (This can include leaving someone out to make them feel bad)
• I will include links for all sources of information that I have found, used, quoted, or paraphrased in my work
• I will not steal or copy someone else’s work or ideas from the internet and present them as my own
• I will **protect my personal information** by being aware that my full name, photo, birthday, school, home address and phone number is personal information and not to be shared online

When I use digital technologies I will:
• protect my password and not share it with others
• only join a space online with my parent or teacher’s guidance and permission
• never answer questions online that ask for my personal information
• **look after myself and others** by thinking about what I share online
• I will seek help from a teacher or parent if I am unsure about anything I come across online
This means:

- never share 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
- speak to a trusted adult if I know someone else is upset or scared
- stop and think about what I post or share online
- use spaces or sites that are right for my age
- not deliberately search for something rude or violent
- either turn off the screen or use the back button if I see something I don’t like and tell a trusted adult
- be careful with the equipment I use

**Student declaration:**

When I use digital technologies I will:

- **communicate** politely and respectfully.

This means that I will:

- write and send polite, respectful and appropriate things to other people
- not make someone feel sad through my actions, words and images I use
- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- not use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- not copy someone else’s work or ideas from the internet and pretend they are my own. (I will include the link in a bibliography).
- protect personal information by being aware that my full name, photo, birthday, school and home address and phone number is personal information and not to be shared online.
- protect my friends’ information in the same way
- protect my password and not share it with others
- only join a space online with my parent or teacher’s guidance and permission
- never answer questions online that ask for my personal information.
- look after myself and others by thinking about what I share online.
- never sharing 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
- speak to a trusted adult if I know someone else is upset or scared
- stop and think about what I post or share online
- use spaces or sites that are right for my age
- not deliberately search for something rude or violent
- either turn off the screen or use the back button if I see something I don’t like and tell a trusted adult
- be careful with the equipment I use.

I understand that if I break this contract, that my rights to use ICT @ STM will be terminated.
1. **Respect**
   Always treat others how you would like to be treated and treat everyone with respect.

2. **Words can hurt**
   Some people might be hurt or upset by what you write or say online. Always think, "how would I feel if someone sent this to me?".

3. **Spam is ugly**
   Unwanted messages are spam. Spam annoys people and may get you on their 'spam list' so you won't be able to send anything else to them. Ever.

4. **Don’t get personal**
   Don’t share personal details. This includes your phone number, address, date of birth and second name. If you already know someone well and trust them, it is probably OK to share some information but check first with your parent.

5. **Passwords are private**
   Don’t share your password, not even with your best friend. It’s a good idea to change your password at least once a week.

6. **Do it online**
   Don’t arrange to meet someone you only know online unless you have first checked with your parent. If your parent says it’s OK to meet your online friend in person, ask your parent to go with you for the first time. Always meet in a public place and preferably during the day.

7. **Say no to bullying**
   You should never bully or be mean to anyone on Skoodle. This includes deliberately excluding someone. And don’t reply to someone that is bullying you. Instead, tell someone you trust, preferably a teacher or parent and also report the person who is bullying you. Don’t forget to take a 'screen shot' for evidence.

8. **Shout out**
   If you see someone being bullied, stand up and say something. Tell the person being bullied that you support them and report the incident to an adult.

9. **Take care when uploading**
   Don’t upload anything unsuitable. This includes video, sound, music and images that are copyright or belong to someone else (unless you have their permission), are rude, adult-only or unkind.

10. **Don’t go there**
    Not all websites are suitable or safe for children. Take care when visiting or recommending websites to others. If you are unsure check first with a teacher or parent.

Follow the rules, have fun and be safe!
of St Thomas More Primary School has been awarded this cyber safety licence for being a polite, safe and responsible user of digital technologies.

I know that I am still learning to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.
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