



# Lockleys North Primary School

## Acceptable Use Policy for Digital Devices, Computer Network and Internet Services Reception - Year 7

Dear Parent/Caregiver,

The measures to ensure the cyber-safety of Lockleys North Primary School (LNPS) are based on DECD core values. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), we are now asking you to read this document and sign the attached Use Agreement Form.

Rigorous cyber-safety practices are in place, which include cyber-safety Use Agreements for staff and learners. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using new technologies and is provided to all learners.

The computer network, Internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programs at LNPS, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, and used on or off the site.

The overall goal of LNPS is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment.

All learners will be issued with a Use Agreement and once signed consent has been returned to school, learners will be able to use the school ICT equipment.

Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this may be reported to the South Australia Police. Where a personal electronic device such as a mobile phone is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DECD administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECD recommends the use of appropriate Internet filtering software. More information about Internet filtering can be found on various websites including: Australian Communications and Media Authority at <http://www.acma.gov.au>, NetAlert at <http://www.netalert.gov.au>, the Kids Helpline at <http://www.kidshelp.com.au> and Bullying No Way at <http://www.bullyingnoway.com.au>.

RESPECT

HONESTY

CARE & CONCERN

PURSUIT OF EXCELLENCE



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Please contact your child's teacher or a member of the leadership team, if you have any concerns about your child's safety in using the Internet and ICT equipment/devices.

At Lockleys North Primary School, digital devices, school network and internet services are used to enhance teaching and learning. This agreement describes the acceptable use of these digital learning tools at our school.

1. **Keep yourself and others safe on the internet. NEVER share personal information online! Be Cyber Safe! If you find inappropriate material on the internet, press the back arrow and tell a teacher immediately.**
2. **Respect and protect others.** Only use your own passwords, and only access network folders belonging to you or those you have permission to access. Add a reference when using the work of others, especially copyright materials. Treat people as you'd expect to be treated and as you would do face to face.
3. **Stay on task** – technology should be used as a tool to enhance your learning experience. Keep focused on your learning intention and success criteria. (Pursuit of Excellence).
4. **Show care for school and personal devices.** Use equipment appropriately and report any maintenance problems to the teacher immediately.

Please discuss the above points with your child to show agreement of the 4 points and your child's teacher will allow your child to have access. This AUP form must be stored in class by the teacher or in school diaries for reference. Please also note expectations for **Bring Your Own Device** below.

### **BYOD must:**

Be fully charged at home - no charging facilities at school.

**Only be used to support learning intentions and success criteria in class.**

Only be used during lesson time - not before/after school or at recess/lunch.

Be stored in the classroom - students must inform staff that their device is in school.

**Only be used by the owner and must use school's wireless network (not 3G/4G).**

Child's Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Learning Area: \_\_\_\_\_

I agree to the LNPS Acceptable Use Policy. I understand that if I break this agreement, I may be restricted in my use of the school-owned and personal devices for a period of time.

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Signed Parent/Caregiver: \_\_\_\_\_ Signed Teacher:

\_\_\_\_\_

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