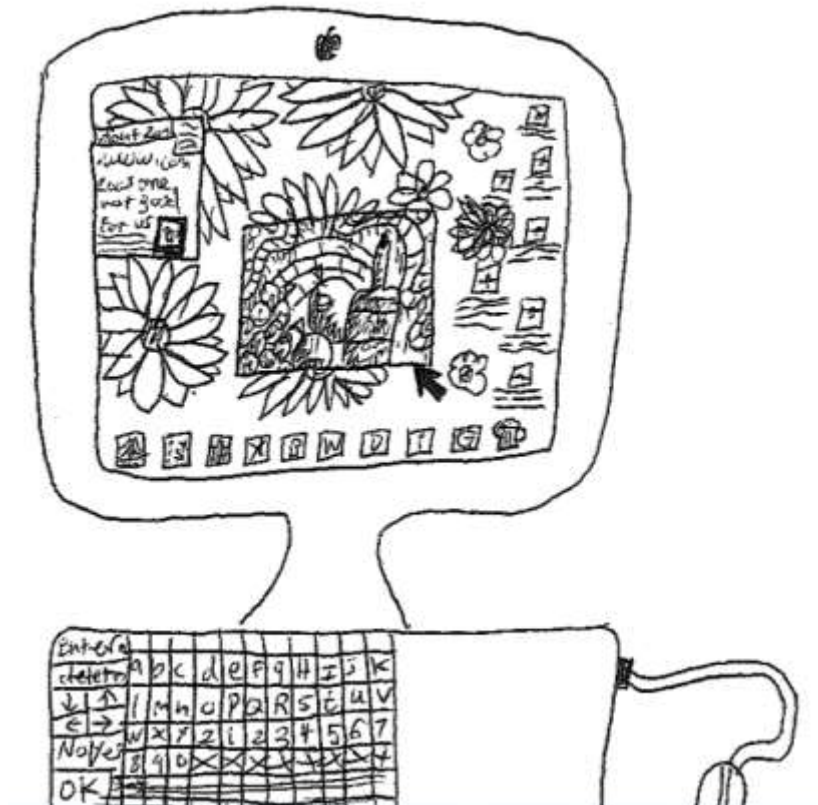# STUDENT PROTOCOLS

for the

ACCEPTABLE USE of ICT

MOONEE PONDS WEST
PRIMARY SCHOOL

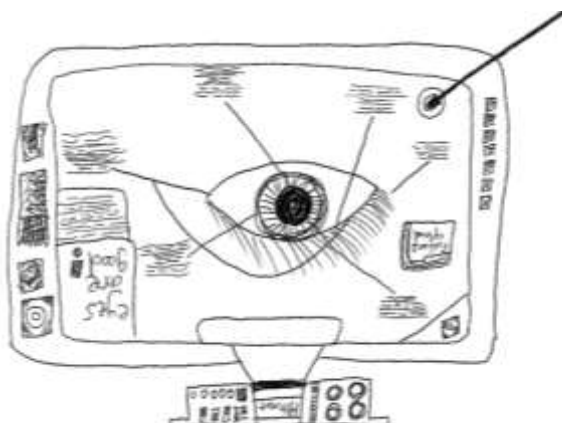## Student's Safe and Responsible Behavior:

When I use digital technologies I will:

- Communicate by thinking and checking that what I write, post or pass on is polite and respectful.
- Use the information to help me but I write it in my own words (not plagiarise).
- Protect my personal information and that of others. I am aware that full names, photos, birthdays, addresses and phone numbers are examples of personal information and are not to be shared online.
- Protect my password and not share it with others.
- Only join a space online with my teacher's permission and guidance.
- Either turn off the screen or use the back button if I see something that is inappropriate and then tell a trusted adult.
- Look after the equipment I use.

Additional Guidelines for the use of Digital Technologies at Moonee Ponds West Primary School:

I will:

- Use technology to assist my learning.
- Save my work in my own folder and not interfere with the work or data of other students.
- Bring, transfer and save home/school related tasks via a USB and with my teacher's permission.
- Only bring or download authorised programs, including games, music, photos or videos to school or run them on school computers with my teacher's permission and supervision. This will include the use of USBs.
- Save music, photos and videos into folders when it is to be used as a part of my learning.
- Only use digital devices during my break time (outside/inside) with my teacher's supervision.
- Use computers (but not the Internet, except for Mathletics) at break times when it is a hot or wet day timetable.
- Only use YouTube when I am given permission from my teacher.

HARDWARE

Computers (iMac, Mac Books/Mac Book Pros/Netbooks & Desktops)

I will:

- Look after the screen by not touching it.
- Check that any cords are attached safely.
- Keep food or drink away from the computer/s.
- Report any damage or problems with a computer immediately.
- Leave settings as they are (i.e. desktop background).
- Save all work to my folder.
- Not download any applications.

Additional Information for Laptops (Mac Books/Pros, Netbooks…)

I will:

- Shut the screen when moving around.
- Only carry one at a time.
- Sit at a table when using them.
- Shutdown, return and connect them to a charger when I have finished with them including borrowing them from another room.

Desktops

I will:

- Shut them down at the end of the day.

Printers

I will:

- Select the appropriate printer.
- Check with my teacher before printing & reprinting.
- Keep food or drink away from the printer.
- Report any printer that is not (i.e. paper jam, no paper, not responding) to my teacher immediately.

Cameras (digital & video)

I will:

- Download and delete my pictures/video from the camera before returning it.
- Make sure batteries are re-charged before returning to the camera to the classroom. All items are to be returned as a complete kit.

Mobile Phones

I will:

- Provide a letter (from my parent/carer) to the school's principal if I require a mobile phone at school:
    - o I turn my phone off and put it in my bag when I come to school and understand that it's my responsibility.
    - o Only use mobile phones outside of school hours.

Headphones

I will:

- Use headphones with care.
- Immediately report any damage to my teacher.
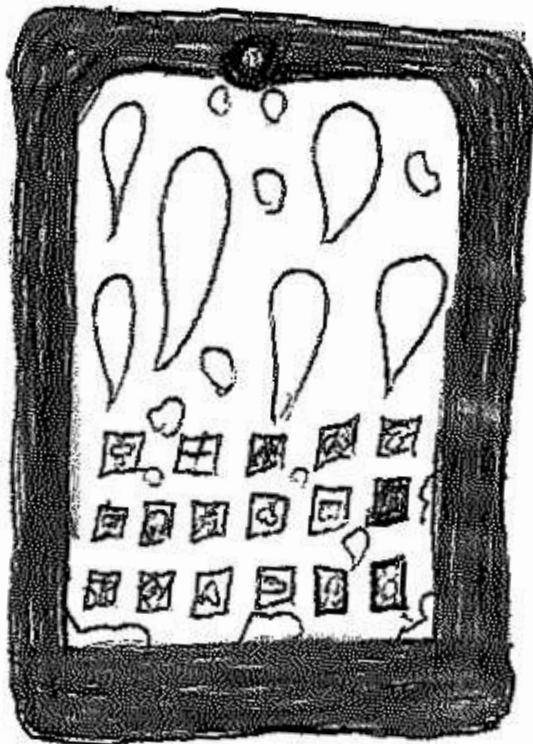
iPods/iPod Shuffles
I will:

- Only bring my iPod to school with my parent's and teacher's permission.

- Only have appropriate material loaded on my iPod.

iPads/iPad Minis
I will:

- Ask my teacher before using the iPad.
- Carry the iPad with two hands.
- Sit with the iPad unless I need to take photos and/or videos.
- Close down all the apps after I use the iPad.
- Tell my teacher if a problem occurs.
- Charge the iPad before I put it back in the box.
- Keep the iPad in its cover.
- Keep drinks and food away from the iPad.
- Leave all the settings (including apps) as I find them.
- Make sure that heavy items are away from the iPad.
- Delete any photos/movies etc that I don't need anymore.

Note:

Students, parents/carers & teachers need to understand and thus follow the guidelines outlined. Access to our ICT facilities is a privilege. Inappropriate use will result in a loss of that privilege as a logical consequence of inappropriate actions.

This protocol should be read in conjunction with the eLearning Policy, the Anti-Bullying Policy, Mobile Phones Acceptable Use Policy and the **appendix titled, Cyber-Bullying**.

Student's Name: _____

Student's Signature: _____

Date: _____

Parent /Guardian Agreement

I agree to allow my child _____ to use Information and Communication Technologies (ICT) at Moonee Ponds West Primary School for educational purposes.

I have read and discussed the above with my child.

Parent /Guardian Signature: _____

Date:_____

References –

State Government of Victoria -
http://www.education.vic.gov.au/healthwellbeing/respectfulsafe/cyberbullying.htm

Allanah and Madeleine Foundation - http://www.amf.org.au/

Illustrations by Ellesha –2013

ADDITIONAL INFORMATION

Acceptable Use Agreement

Being Cyber Smart is important for young children. By the time they arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or various applications.

Moonee Ponds West 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/carers. We request that parents/carers work with us and encourage this behaviour at home.

At Moonee Ponds West Primary School 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 Student Engagement and Wellbeing Policy that clearly states our school's values and the expected standards of student behaviour, including Rights and Responsibilities and the logical consequences for inappropriate behavior.
- 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.
- Ensure the various technologies are looked after.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students, and
- Support parents/carers 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.