APPENDIX 2: STUDENT DIGITAL ACCEPTABLE USE POLICY

1 RATIONALE

At Our Lady of the Immaculate Conception Parish Primary School, the Student Digital Acceptable Use Policy exists to ensure that all students are responsible and safe 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. We trust that parents/guardians will work with us and ensure responsible online behaviour when at home.

2 GOALS

The Student Digital Acceptable Use Policy aims to:

- Align with the Our Lady’s ICT Policy document and work alongside this.
- Inform students and outline responsibilities in relation to digital technologies at Our Lady’s School.
- Outline the nature and privilege that access to this technology entails.

3 RESPONSIBILITY

When students use digital technologies they will:

COMMUNICATE RESPECTFULLY
by thinking and checking that what they write or post is polite and respectful. This means that they will not send mean messages or pass them on, as this is a form of bullying. When they comment on another person’s work, they will be respectful and helpful in their feedback.

PROTECT PERSONAL INFORMATION
by being aware that their full name, photos, birthdate, home address, phone number and school name, are all considered “personal information” and may be accessed by others online, without consent.
This means that they should never answer questions online that ask for personal information. Students should always protect their password and not share it with others. They should protect their friends’ information in the same way. Students should only join an online space with parent or teacher’s guidance and permission.

LOOK AFTER THEMSELVES AND OTHERS
by thinking about what they share online. This means they will speak to a trusted adult if they see something that makes them feel upset, if they need help or if they know someone else is upset or scared. Students will always stop to think about what they post or share online. They will use spaces or sites that are age appropriate. They will not deliberately search for something rude, violent or what may possibly upset others. Students agree to minimise digital content if they see something they don’t like and tell a trusted adult straight away. They will always use digital equipment with great care.
4 Definitions of Terms

Digital Technologies: online tools, forums, blogs, sites
Devices (including but not limited to): iPads, laptops, cameras (such as video, digital, webcams, mobile phones, video and audio players/receivers), computers, SmartBoards, storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players, external hard drives)
As a student of Our Lady’s School, I have:
Read and discussed with my parents, the Student Digital Acceptable Use Policy.
I understand the contents of this policy.

I understand that:

● I must use Our Lady’s digital devices in an appropriate manner.
● Access to the Our Lady’s internet, computer network and all devices, is a privilege and not a right.
● If I fail to comply with these policies I may lose access to devices for a period of time after discussion with my parents/guardians, my teacher and the Principal (or nominated person in Principal’s absence).

Name of student ………………………………………………………………………………………………………

Signature of student …………………………………………………………………………………………………

Name of parent/guardian ……………………………………………………………………………………………

Signature of parent/guardian…………………………………………………………………………………………

Date .............................

Signature of Class teacher…………………………………………………………………………………………