Acceptable use of ICT Services, Facilities and Devices by Students Agreement

Students use ICT as an integral part of their learning and to equip them to live and work successfully in the digital world. In the Prep to Year 10 Australian Curriculum in all learning areas, students develop capability in using ICT for tasks associated with information access and management, information creation and presentation, problem-solving, decision-making, communication, creative expression and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.

Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

School Internet & Device Usage

Responsibilities for using the school's ICT facilities and devices:

- Students must follow all teacher instructions regarding the use and activities on all electronic devices.
- Students must respect all school equipment, resources and devices. They are to treat them with the utmost care.
- When using the Internet at school, students will only access appropriate information that is relevant to the work being completed.
- When using email or creating content for online spaces related to school, students will behave in an appropriate
- Students will work in an ethical, responsible and polite manner whether they are at school or home using digital devices
- When using the Internet at school, and if, in the unlikely circumstance that a student comes across any socially unacceptable material, they must immediately notify the supervising teacher.
- Students must always respect password privacy. It is very important for students to keep their login passwords private. At no time is a student to login to another student's account, and to do so is in serious breach of the Code of Conduct.
- Cyber bullying is an extremely serious matter and will not be tolerated. Students must not use a school's device, their own device/email or any online spaces to bully or defame another individual or group, either at school or outside of school. Any incident will be dealt with by the school principals in partnership with the parents of the student involved.
- No student is to upload or share any photographs or videos taken during school hours or in school uniform to any social media platform. This includes, but is not limited to, platforms such as Facebook, Instagram, YouTube, and Twitter. It should be noted that most social media platforms are rated for ages 13+.

Student Owned Device Process

- Mobile Phones, **Smart Watches (not set on SCHOOL MODE)**, iPads and other electronic/digital equipment, for example digital games, are not permitted, and therefore must not be brought to school.
  Please note: Smart Watches set on SCHOOL MODE are permitted.
- On arrival at school, any Mobile Phones, **Smart Watches (not set of SCHOOL MODE)**, iPads or other electronic/digital devices must be handed into the office every morning before the first bell and collected at the end of the school day. They must be inside a labelled clear zip bag.
  Please note: Smart Watches NOT SET ON SCHOOL MODE must be handed into the office each morning and collected at the end of the school day.
- Students must display courtesy, consideration and respect for others whenever they use a mobile telephone.
- Mobile telephones, Smart Watches, iPads or other electronic/digital devices are not to be used in any manner or place that is disruptive to the normal routine of the school.
- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms, toilets or anywhere inside the school boundary.
- Mobile telephones, Smart Watches and other electronic/digital devices are brought to school at their owner's risk. No liability is accepted by the school in the event of loss, theft or damage to any device.
- Discipline sanctions will apply for students who breach this policy.

Unacceptable/inappropriate use/behaviour by a student

The **Department of Education** deems it is unacceptable for students while at school to:

- Use a mobile device in an unlawful manner
- Download, distribute or publish offensive messages or pictures
- Use obscene, inflammatory, racist, discriminatory or derogatory language
- Use language and/or threats of violence that may amount to bullying and/or harassment, or stalking
- Insult, harass or attack others or use obscene or abusive language
- Deliberately waste printing and internet resource.
- Damage computers, printers or network equipment
- Commit plagiarism or violate copyright laws
- Ignore teacher directions regarding the use of social media, online email and internet chat
- Send chain letters or spam email (junk mail)
- Share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- Knowingly download viruses or any other programs capable of breaching the department's network security
- Use in-phone cameras inappropriately, such as in change rooms or toilets
- Invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- Use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- Take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.

Appropriate use of Social Media

Parents/carers are to be aware that many Social Media sites have age restrictions that do have implications for their primary aged children. Parents need to monitor their children's online social media activity, and read the terms and conditions of various Social Media sites and applications their children are interested in using. Parents need to be aware that many of them have age restrictions for their use (see below).

- Nearly all social media platforms or services require users to be at least 13 years of age to access and use these services.
- This includes Facebook, Snapchat, Twitter, Instagram, TikTok, Discord, and others.
- WhatsApp users need to be 16 years of age.
- YouTube users are required to be 13 or older to have their own account.

Within primary schools, no student should be accessing social media applications or sites unless they are specifically designed for children under 13 years of age. Generally, the 13-year age requirement is not necessarily because the site is unsafe for children to use but to comply with a US law — the Children's Online Privacy Protection Act of 1998 (COPPA), which prevents collection and storage of personal information from children under 13 years of age.

The eSafety Guide provides information for parents, staff and students on a number of online applications. The eSafety Commissioner website provides information for all ages and demographics and is to be consulted with.

Student Guidelines

When using Social Media, students are expected to ensure that they:

- Read and agree to the terms and conditions of various Social media sites as many of them have age restrictions for their use. E.g. Facebook, Instagram and Gmail are all restricted to those 13 years of age and above.
- Are aware of what they are posting online and that Social Media sites and applications are public forums.
- Are not permitted to join a staff member's areas on networking sites. If students attempt to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents will be informed if this happens.
- Will not access social networking sites during the school working day.
- Do not post content that is hateful, threatening, pornographic, or incites violence against others.
- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another person.
- Remain safe online and never give out personal information. This includes last names, phone numbers, addresses, exact birth dates and pictures.
- Do not bully, intimidate abuse, harass or threaten others.
- Do not make defamatory comments.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the school community
- Do not harm the reputation of Ashmore State School or those within its community
- Do not upload video, audio or photographs of any member of the Ashmore State School community (student, parents or staff) without seeking and gaining appropriate permission.

- Do not upload any video or photographs of any student where they can be identified as an Ashmore State School student by their uniform or any other means.

Parents are to adhere to the following guidelines:

- Consult with and report concerns to the eSafety Commissioner prior to reporting it to the school
- When reporting inappropriate use of social media outside of school parents are required to follow the Communication at Ashmore State School (Appendix C)
- Support decisions made by the school based on the above guidelines for students using social media to maintain appropriate behaviour and wellbeing

Therefore, according to these guidelines, **no student of Ashmore State School should have access to social media services.**

Ashmore State School, Childnet International and the Office of the eSafety Commissioner recommends that it is better to wait until the required age to join any social media service.

Ashmore State School recommends that for the healthy development of relationships and community that the guidelines developed with regard to Social Media Services are adhered to by both students and parents.

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ASHMORE STATE SCHOOL

ACCEPTABLE USE OF ICT SERVICES, FACILITIES AND DEVICES BY STUDENTS AGREEMENT

I agree to ensure that my child/children comply with the Ashmore State School Acceptable Use of ICT Services, Facilities and Devices by Students Agreement.

Parent/Caregiver Name …………………………………………………………………………………..(PLEASE PRINT)

Signature ……………………………………………………………………………………………………….

Date …………………………………………………………….