This agreement applies to the use of all web access and student wellbeing at Holy Cross

Description:
The Internet is a large and complex ‘electronic highway’ system that connects computers, institutions, and people all over the world. The Internet should provide many exciting opportunities for learning. Our technology at Holy Cross is the vehicle we use to access information across the internet. We also use technology such as desktop, laptop and Chromebook computers, interactive whiteboards and iPads to capture and celebrate our learning.

Purpose:
The purpose of the use of the Internet at Holy Cross is to support educational progress of all of our students. The Internet provides resources and unique opportunities for collaborative work. The purpose of technology use at Holy Cross is to engage and inspire us all to learn and celebrate our achievements. These tools allow us to keep track of our learning journey.

School Profile Statement:
Holy Cross 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.

Proper and Ethical Use:
The Internet is to be used for educational purposes, not for personal communication or for entertainment. This is monitored through student’s 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 headed 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 read through this agreement with their parents/guardians. Any misuse of the internet and technology will result in consequences decided by the principal.
2. Access to the Internet - Students may access their email and the internet both at school and at home. It is a condition of access that students respect the rules and regulations of the use of technology at Holy Cross. 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.

- **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.

  - **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. All forms of bullying are prohibited. For more information visit the, ‘Safe Schools Strategy,’ via [https://esafety.gov.au/](https://esafety.gov.au/).

4. **Social Media** - Social media such as Facebook, Instagram, Snap Chat and KIK are not used at Holy Cross. Please note that many forms of social media have minimum age requirements. (Facebook = 13 years 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 @ HC 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 Apps such as ABCkids or Club Penguin.

**Programs that are in place to support safe and responsible use of digital technologies @ HC:**
- Google Classroom
- Google Drive
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
- 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 @ HC will be terminated.

Name________________________
Signature_____________________
Date__________________________
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!