



This letter is about:	The Aspley State School Digital Citizenship Agreement Years 4-6
Action Required:	Please discuss this agreement with your child, sign and return to school.

Digital Citizenship Agreement Years 4 -6 Students

When I use ICTs, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them. Never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the Aspley State School's **Digital Citizenship Agreement** and the **Student Code of Conduct 2020-2023** when online or using mobile technology
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and never sharing my password or logon details
- use the technology at school for learning,
- use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not to search for rude or offensive sites
- use an 'online name' and avatar when sharing my work online
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- remember that the content on the web is someone's property and to ask my teacher or a parent/caregiver to help me get permission if I want to use information or pictures
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites that are not suitable
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of other students at the school is being threatened.

When I use any notebook, mobile phone, iPad or other mobile device I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- not use the device to send or receive texts, iMessages, or use other messaging systems during school hours. All communication to and by students is to be via the school office.
- be responsible for the security of the device at all times.

- not take my device outside of the locked classroom during play times.

To this end, when using any mobile device as a phone I will:

- keep my device on silent when required by the teacher
- protect the privacy of others and never post private information about another person online.
- check in my mobile phone to the office each day when I arrive at school and collect it before I leave the school.

When using any mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson and with the permission of the subject
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to public websites

Misuse of ICT

- I understand that misuse of ICT or behaviour that does not support the good order and conduct of the school may result in losing the privilege of using ICT devices, network or email at Aspley State School for such time, determined by the school and in accordance with the ***Student Code of Conduct 2020-2023***.
- I follow the ***Student Code of Conduct 2020-2023***.

Student Name: _____

Class: _____

This Digital Citizen Agreement also applies to students during school excursions, camps and extra-curricular activities.

Student Agreement

I have read and agree to follow these rules. I understand that my access to the internet, email and mobile technology at school may be withdrawn if I do not act responsibly or if I breach the ***Student Code of Conduct 2020-2023***.

Student name: _____ Student signature: _____ Date: _____

Parent Permission

I agree to allow my child to use the internet, DET email and ICT devices at school. I have discussed the scenarios, potential problems and responsible use of the internet with my child as outlined in Part C. I will contact the school if there is anything here that I do not understand. If there is a situation that concerns me, I will contact the school.

Parent/Caregiver name: _____

Parent/Caregiver signature: _____ Date: _____

Parent/Caregiver email/online contact: _____

The information below is for your reference only. It is provided by the school as additional and support information for parents. These sections are not intended for students.

Part B – The schools’ support for responsible and ethical use of technology

Aspley State School uses the internet as a learning and teaching tool. We see the internet and mobile technology as valuable resources and acknowledge they must be used responsibly. Your child has been asked to agree to use the internet, email and mobile technology responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. The Department of Education and Training does have sophisticated filters to protect students from accessing inappropriate sites and these filters are updated daily.

At Aspley State School we:

- Promote and teach Cybersafety. We reinforce the school’s *Student Code of Conduct 2020-2023* and ethical values and behaviours when using technology and the internet
- provide supervision and direction in internet activities and when using mobile technologies for learning
- utilise mobile technologies for educational purpose, e.g., podcasts, photos from excursions
- work towards setting tasks that ask your child open questions, so they can’t copy and paste answers from the internet
- provide support to parents to understand this agreement
- provide regular information to students to enhance their understanding of appropriate and safe use of digital devices and resources
- perform risk assessments for websites which the school uses for student learning and obtain parent’s/carer’s permission for their child to use these sites in accordance with DET guidelines.

Part C – Advice for parents/caregivers

Please keep this as a resource to use at home

At school the internet is used to support learning and teaching. At home, it is often used differently. Not only is it a learning resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun. If you have the internet at home, encourage your child to show you what he/she is doing online. The school is working towards enabling you to see your child’s work online. Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which are now present online. These are not ‘virtual’ issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how he/she is using the internet and who else is involved in any online activities
- ask your child to give you a tour of their ‘space’ if they are using a site that allows them to chat, publish photos, play games etc.
- always get your child to set the space to ‘Private’ if they use a social networking site like MySpace, Bebo, Facebook, etc. They are then in control of who contacts them and can access their information. They can block out anyone at anytime
- have the computer with internet access in a shared and visible place in the house – not your child’s bedroom
- negotiate appropriate times for your child’s online activities and use of mobile phones
- Ask questions when your child shows you what he/she is doing, e.g.:
 - How does it work and how do you set it up?
 - Can you block out people?
 - Who else is sharing this space or game?
 - Did you know them before, or did you ‘meet’ them online?
 - What do you know about them?
 - Why is this so enjoyable? What makes it fun?
 - Can you see any risks or dangers in the activity?
 - What would you say to warn/inform a younger person who was going to start to use the space?
 - What are you doing to protect yourself or your friends from these potential dangers?
 - When would you inform an adult about an incident that has happened online that concerns you?
 - Discuss why your child might keep it to themselves.
- Many students say they will not tell an adult they are in trouble or ask for help because:
 - they might get the blame for any incident
 - they don’t think adults ‘get’ their online stuff – it is for students only

- they might put at risk their own access to technology by:
 - admitting to a mistake
 - highlighting a situation that might lead a parent to ban their access. (Even to protect them)

Support information for parents about the agreement

When I use technology, both at school and at home I have responsibilities and rules to follow

Aspley State School sees the education of safe and ethical digital citizens as essential in the lives of its students and as a partnership between home and school. 21st century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who 'do the right thing' by themselves and others online, particularly when 'no one is watching'. For every action there is a digital footprint.

Safe and ethical behaviour online is explicitly taught at our school and it is anticipated these behaviours will be reinforced by parents/caregivers when students use the internet at home. It is important to note that some online activities are illegal and as such may be reported to the police. This includes harassment of others, publishing inappropriate images, etc.

Behave in a way outlined in the school's *Digital Citizenship Agreement and Student Code of Conduct 2020-2023*.

The schools' *Digital Citizenship Agreement* and *Student Code of Conduct 2020-2023* is not only the rules of the school but also the desired behaviours and values our school community believe are important for all of the students at our school.

Do not give out personal details. Students are not to give out personal details or details of other students including full names, telephone numbers, addresses and images. Students are not to give out password details.

Students can be vulnerable and approached, groomed, and bullied online. Often young people like to publish information about themselves and their friends in spaces like Facebook, Bebo, Club Penguin, etc. Please note that the terms and conditions of opening a Facebook account require the account holder to be above thirteen (13) years of age. Creating an account with false information is contrary to Facebook terms and conditions.

We recommend that they:

- don't use their own name, but develop an online name and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password with anyone
- don't allow anyone they don't know to join their chat or collaborative space, and use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) – once it is published, they have lost control of it.

Being respectful online and not participating in online bullying or hurtful behaviour

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Not all altercations are bullying. Unacceptable behaviours need to be addressed.

- Being online can make students feel that they are anonymous (although all online interactions can be tracked/traced).
- The space or chat they use in leisure time might have explicit language and they will feel they have to be part of it.
- Often the online environment has very few adults.
- Participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how someone can participate and contribute to the hurt or bullying of another person.
- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that these behaviours are discussed as exclusion of others which if repetitive could be bullying.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet, students can save time, money and the environment. Students often see the internet as 'free'. Just looking at a page on the internet is a download and is charged somewhere. Please regularly monitor your child's internet costs/usage and the browser history to see the sites they access.

Not bringing or downloading unauthorised Apps

Please do not jailbreak your iPad and only purchase your Apps from the Apple's App Store. This way you can be assured the safety of your Apps and access to free updates when they become available. Please keep your Apple ID secure and do not share it with anyone else. Students should only use Apps they have downloaded from their own or their family's Apple ID Account.

Not go looking for rude or offensive sites

Filters block a lot of inappropriate content, but they are not fool proof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, the student's internet access will be reviewed which could result in their inability

to learn properly. 3G access is not filtered through the school's network so it is not required to be used at school. Students at school should login using their school MIS login and password.

Using the internet and mobile technology at school to learn

It is important to realise that there is a time for fun and a time for work, even on the internet. Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Remembering the content on the web is someone else's property and students need to get permission before using information or pictures

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. When accessing material from a website it is important to respect any copyright there may be on that material. By downloading a freeware, you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember, if an offer is too good to be true, the chances are, it is!

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions

Not everything on the internet is true, accurate or unbiased. The school teaches information literacy skills, which enables students to locate, evaluate and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses his/her own thoughts and language to express what they have learned. If helping with homework, ask open-ended questions. 'Tell me about kiwis' might encourage your child to copy and paste facts and images etc. about the kiwi but asking the question 'What would a day in the life of a kiwi be like?' encourages the student to think about different aspects of the animal's life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don't like online etc.

The internet has some flashy and tricky ways to lead people into websites they never planned to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need and clarifying the task they have been set. Unfocused clicking through websites can increase the chance to lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/or parent/caregiver when they are feeling uncomfortable or threatened online. If you have any concerns about this agreement or internet safety, contact your school.