

## School profile statement

At Bacchus Marsh Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This agreement outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours and expectations we have of our students when using digital or online spaces.

At our School we:

- have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- have programs in place to educate our students to be safe and responsible users of digital technologies within classroom discussions and whilst following Bacchus Marsh Primary School's eSafety scope and sequence;
- educate our students about digital issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies in the classroom;
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures;
  - See: [Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- use online sites and digital tools that support students' learning;
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](#)
  - [iParent | Office of the Children's eSafety Commissioner](#)

## Safe, responsible behaviour, Prep – Grade 6

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful;
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel;
- not sending mean or bullying messages or forwarding them to other people;
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way;
- protect my passwords and don't share them with anyone except my parents/carers;
- only ever join spaces with my parents/carers or teacher's guidance and permission;
- never answer questions online that ask for my personal information;
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online;
- use spaces or sites that are appropriate, and if I am not sure, I ask a trusted adult for help;
- protect 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 or if I know someone else is upset or scared;
- don't deliberately search for something rude or violent;
- turn off or close the screen if I see something I don't like and tell a trusted adult;
- am careful with the equipment I use.

I will use this knowledge at school and everywhere I use digital technologies.

## BYOD Program, Grades 4-6

### **BRING YOUR OWN DEVICE (BYOD):**

Year levels from Grade 4-6 participate in our school's BYOD program. As part of the program, all students in these year levels are expected to:

- bring their device into the classroom at the beginning of each day and ensure it is safely and securely stored;
- ensure their device is working correctly;
- ensure their device is charged every day and has sufficient battery power to work throughout the day;
- ensure their device does not contain any inappropriate, offensive or any other content which they would not be comfortable for a teacher or parent to see. Students are expected to show any content on their device to teachers if requested;
- only use their device for school-related educational purposes while at school;
- only use their device under the supervision of a teacher whilst at school;
- keep their device secured in the classroom's designated storage area when not in use;
- take full responsibility for the safety and security of their device at all times;
- use their device in accordance with the 'Using Technology' section of this policy (see below);
- fulfill the expectations of students outlined in the Information Booklet;
- allow the school to re-image their device for any reason (full memory, virus etc) This will involve the deletion of any personal files and downloads that have been added and re-installation of the school's software package only.

The school does not take any responsibility for the loss or damage of any personal items, including electronic devices (computers, phones, etc).

Devices can be purchased through the BMPS Order Portal: <https://bmps.orderportal.com.au/>

### **DAMAGED TECHNOLOGY:**

In cases where the student has been responsible for damage to technology owned by the school or another student, the student and parents/carers may be asked to pay for the damage through associated repairs.

### **BYOD SPECIFIC SAFE AND RESPONSIBLE USE WHILE AT SCHOOL, STUDENTS MUST:**

- fulfill their obligations under this policy and the BYOD Information Booklet;
- ensure no inappropriate or offensive digital content is downloaded or used at school;
- only take photos, sound or video recordings of people when they have received that person's consent and whilst under the direction of a teacher;
- handle technology with care and notify a teacher if any of the school's or their own technology is damaged or requires attention;
- never interfere with the school's network systems and security settings;
- not access the data of another user or attempt to login with a username or password that is not their own;
- avoid downloading or installing unauthorised software (including games) onto school/personal devices;
- Ensure online 'chat' facilities or social networking websites are only used under the direction and direct supervision of a teacher;
- not deliberately damage hardware or make changes to the configuration of a device.



## Signature

I understand and agree to comply with the Terms of Acceptable Use and Expected Standards of Behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_