Acceptable User Agreement

This agreement is to be signed by the student and parent.

When I use technology, 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 and never write or participate in online bullying. This includes not forwarding messages and not 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 schools’ Code of Conduct 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 protecting my password.
- use an ‘online name’ and avatar when sharing my work online.
- 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 unauthorized applications or files.
- not go looking for rude or offensive sites.
- remember that the content on the web is someone’s property and ask my teacher/parent to help me get permission if I want to use information or pictures.
- 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).
- 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 which 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 are being threatened

If I use my mobile phone, iPod or other mobile device at school 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

When using my cameras or my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- check provision of 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 websites, blog etc
STUDENT BEHAVIOUR REPORT

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.
I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be removed or renegotiated if I do not act responsibly.

Student Name:...........................................  Student

Signature:..............................................

Parent Permission
I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her.
I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia’s Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature: ......................... ..................................................Date:
..................................................................................................................
At Flemington Primary School we use Information and Communications Technology (ICT) for:

- Research: to find information
- Communication: to send and receive information and to ask questions
- Collaboration: to share ideas and present work

In order to ensure safe, purposeful teaching and learning with technology we require all students and parents to agree to and sign the following.

**Care and Use of Equipment:**
- I will care for and look after all ICT equipment.
- I will always keep food and drink away from the ICT equipment.
- I will not add any software or apps without permission.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not damage or interfere with another person’s iPad.

**Work Habits:**
- I will follow all teacher’s / technician’s instructions when using ICT equipment and when accessing the Internet.
- I will make sure that every email I send is appropriately respectful.
- I will only submit my own work.
- I will not change or open other people’s work or passwords.
- I will not use the school’s network to download applications, images, videos, sound files or any other files other than those used for my school work.
- I will not play games on my iPad while at school. (Students found playing games during lessons will have both the game and associated data deleted from their device).

**Personal Safety:**
- I will tell a teacher immediately, if:
  - I find or see anything that makes me feel bad or uncomfortable.
  - I receive an email that has inappropriate language or items.
  - I receive inappropriate messages from my peers.
  - I will not give out my own or anyone else’s name, address, phone number, passwords or contact details.
  - I will report any issues or instances of cyber bullying.
  - I will not use my iPad on the school grounds before 9am or between 3.30 and 3.45pm.

**Student Agreement:**
I have read and discussed the “ICT Code of Conduct” with my parents and teachers and agree to follow all of the rules and guidelines in this agreement. I realize that if I do not follow these rules I will lose the privilege of using ICT equipment at Flemington Primary School.
Technology Use @ Home

The following agreement is important. It establishes boundaries around the acceptable use of iPads and other technology devices in your home (such as desktop computers, iPods etc.). Young people like to engage with and communicate through technology and while there are many benefits to this, it’s also important that such activities are not only safe, but are balanced with other non-technology pursuits (such as dinner table conversations, sports or hobbies). Our motto at school is:

“Anywhere, anytime…but not all the time”.

Feel free to tick off, delete or add to the following list and make sure that all members of the family sign it. All families are different, so this agreement needs to work for your family.

I agree that…

☐ I will only use and access age appropriate content and apps. These include discouraging access to e.g. Instagram 12+ and Facebook 13+.

☐ I will limit the amount of time I use technology to _____ minutes / hours per day on weekdays (unless I have specific school work to complete as directed by my teacher).

☐ I will limit the amount of time I use technology to _____ minutes / hours per day on weekends (unless I have specific school work to complete as directed by my teacher).

☐ I will make sure that the mobile technology devices in my home are kept in a safe place to charge overnight (away from bedrooms).

☐ I will use technology devices respectfully and safely.

☐ When using social media, I will only interact with people I know (and trust) in person and I will not provide personal information (such as my address, phone number, surname or school).

☐ I will not post information or images about/of other people without their knowledge and approval.

☐ I will limit use of the iPad before bed. (Research has shown that using an electronic device 1 hour before bed can affect sleep and brain development).

☐ I understand the consequences if I break any of the above rules.

Student’s Name: ___________________________ Date: ___________________________

Student’s Signature: ___________________________
**STUDENT BEHAVIOUR REPORT**

**Flemington Primary School**

3-6

**Incident Report Form**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Teacher:</td>
<td>Grade:</td>
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</table>

- ☐ Defiance
- ☐ Aggression
- ☐ Physical Altercation
- ☐ Continued Interruption
- ☐ Bullying
- ☐ Refusal to complete work
- ☐ Inappropriate Language
- ☐ Not following instructions
- ☐ Destroying Property
- ☐ Incident recorded on COMPASS

**Supporting Detail:**

Today I was sent to the WITHDRAWAL room because I wasn’t....
This is what I did...

<table>
<thead>
<tr>
<th>Ready to Learn</th>
<th>Being Kind</th>
<th>Being Safe</th>
<th>Being Respectful</th>
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</table>
This made me feel…

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I think other people felt…

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

New Ideas
I should have…

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student signature:________________________

Teacher/Principal Signature:________________

Parent Signature:________________

Please read, discuss with your child and return to school a.s.a.p. Thank you.
WHEEL OF CHOICE

When you have a problem, try at least 2 of these ideas:

- Go back and try again
- Walk Away
- Talk it out
- Tell them to STOP!
- Sorry
  - If you are wrong say Sorry
- M.Y.O.B
  - Mind Your Own Business
- Ask others for help
  - 1 2 3 4 5 6 7 8 9 10
    - Count to ten to cool down
    - Calm down, stay calm “chill”

Stop, think and do the right thing!
See a duty teacher if this doesn’t help

MAKE A COOL CHOICE
Flemington Primary School
Behaviour Consequences Pyramid

1. Friendly reminder
   (First Warning)

2. Second Warning

3. Time out in classroom

4. Time out in another classroom

5. Time out in Team Leader’s room.
   Withdrawal at lunchtime.

6. Visit to Mrs. McCarthy or Ms. McOrist
   Phone call to parents.