

## Digital Technologies Acceptable Use Agreement 2022

At Westgrove Primary School, we hold the care, safety and wellbeing of children as a central and fundamental responsibility of our school. We recognise 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 best taught in partnership with parents and carers. We request that you work with us and encourage this behaviour at home.

**Please read and discuss the following agreement with your child and sign the permission slip below. Students must also sign the agreement.**

**When I use a device, both at school and at home, I have the responsibility to be Safe, be Respectful and be a Learner. I agree to:**

- Report to an adult if I feel unsafe or uncomfortable online or I see someone else being unsafe or making others uncomfortable
- Never participate in online bullying and report to an adult if I witness online bullying in any form
- Always bring my device to school fully charged and put school devices back on charge after using them
- Never share personal information about myself or anyone else online
- Never log into a profile or account belonging to anyone other than myself
- Only use devices for learning purposes during learning time
- Only search the internet for appropriate items for the purposes of learning specified by my teacher
- Never copy and paste text, images or recordings from the internet and claim it is my own
- Tell my teacher or another adult if:
  - I am not sure what I should be doing on the device
  - I or someone I know feels unsafe
  - I or someone I know comes across content that is inappropriate
- Only take photos and making recordings when I have permission from the people involved to do so
- Be respectful in all photos and recordings
- Handle all devices with care and report any damage or misuse of devices to a teacher

**Student:**

I agree to all conditions set out in the Acceptable Use Agreement. I understand consequences will be enforced if I breach any of the rules stated above.	
Student Name:	Student Signature:

**Parents and carers:**

Date: 31/1/22	
I agree to allow my child to use digital technologies including the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet with them. If there is a situation which concerns me, I will contact the school or ACMA, Australia's internet safety advisory body on 1800 880 176.	
Carer Name:	Carer Signature:

## Local Walking Excursion

Each year, Westgrove Primary School arranges a variety of learning and teaching experiences. Some of these experiences throughout the year are organised as local excursions, which require walking around the local school area. At Westgrove Primary School, a 'local walking excursion' is defined by a radius no greater than 2.5km from the school.

As a Department of Education and Training requirement, permission is required for students to leave the school grounds whilst supervised by teachers, to undertake these learning opportunities.

Parents/carers will be informed about upcoming local walking excursions via year level and class newsletters and the school newsfeed. In some case's the dates provided will only be approximate or can change without notice in response to school program or weather considerations.

If you consent to your child attending these local walking excursions, please complete the below permission section.

I give permission for my child to attend local walking excursions during this current year at Westgrove Primary School.

YES       NO

In the event of illness or injury to my child where the teacher-in-charge is unable to contact me or it is otherwise impracticable to contact me,

I authorise the teacher-in-charge of my child to:

- administer such first-aid as the teacher-in-charge judges to be reasonably necessary
- consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.

## Images Approval

We arrange many exciting activities for students throughout the school year that promote the school's activities. Such promotions include:

- the school's learning and teaching tools (for example, classroom blogs, window displays and notice board displays)
- the school's publicly available website and social media accounts
- promotional material for the school, including pamphlets and public advertisements
- the school's newsfeed and other communications to the school community and public.

Your child may be identified by first name only in these images.

Each year Westgrove Primary School also engages a School Photographer to take individual, class, sports and other group photos. Individual student photos are stored on CASES 21 for educational and administrative purposes. Access to CASES 21 is restricted to school employees approved by the school principal and Department technical support staff.

Class, sports and group photos may be displayed at the school and in promotional material. Your child may be identified by first name in these images. These photos are also available for sale to parents and guardians. Parents will be able to order photo's online from the photographer. Your child may be identified by their full legal name in images which are for sale.

Please read this form carefully. If you do not understand any aspect, please contact the school on 9749 8233 or email [westgrove.ps@education.vic.gov.au](mailto:westgrove.ps@education.vic.gov.au)

## Privacy Protection

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Photographs and film of a person that may be capable of identifying the person may constitute a collection of 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may constitute a collection of your child's personal information. The school is part of the Department of Education and Training (**the Department**). The Department values the privacy of every person and must comply with Victorian privacy law when collecting and managing all personal information.

## Ownership and Reproduction

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Copyright in the images will be wholly owned by the school. This means that the school may use the images the ways described in this form without notifying, acknowledging or compensating you or your child.

## Your Authority and Consent

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I have read this form and I consent to the school photographing and filming my child (the student named below) and I acknowledge that:

- the school may use images of my child in the ways described in this form.
- I must notify the school principal if I wish to withdraw my consent, but I may not be able to withdraw my consent if images have already been published in the public domain.

YES       NO

Parent / Carers Signature: \_\_\_\_\_

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