

# Fitzroy North Primary School



Kindness Resilience Respect

## Connect Handbook 2022

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# School vision

Fitzroy North Primary School's CONNECT program is for students in Grades 3-6 in 2022. Today's students think, connect and communicate differently from those who were at school even a few years ago. The intent is to provide our students with "anywhere, anytime" inclusive, engaging learning.

At Fitzroy North Primary School our community fosters a sense of tradition and innovation. Digital Technologies enhance teaching and learning, promoting creativity in a safe and supported space. CONNECT constructs new pathways between school, home and the community. Our students are responsible digital citizens with access to a world of new learning.

Whilst the school is continuing to invest in digital technologies infrastructure the CONNECT program acts as a collaborative partnership between our school and families providing students with personalised access and opportunity. Students will experience a range of digital technologies as they progress through their schooling, developing their skills and understanding to contribute to an increasingly digital world.

It is important to note that the CONNECT program is completely OPTIONAL. With limited numbers of school devices participating in our CONNECT program supports your child's learning and also contributes to our whole school community, by ensuring school devices are used mainly as equitable devices.

Teachers believe there are a lot of positive aspects of implementing this program. Devices in the classroom are used as a tool in the same way as paper, pencils, erasers and textbooks. Having their own device, means students do not waste time searching for a fully charged device, logging in or saving work. If students have their device, they do not have to remember multiple passwords, and it is ready to use instantly.

Having a personal device provides access to faster processing, greater storage/memory and ensures students can use apps that require more memory to run at the current response rate. An iPad can be used throughout primary and secondary school. On an iPad, there are many amazing resources that can be used in a daily lesson to enhance the learning of numeracy, literacy, STEM and inquiry skills. These are some of the excellent apps that can be used: Reading Eggs, Essential Assessment, MLC Number Frames, Epic, Scratch Junior, Kahoot, Inquisitive. These apps can assist with differentiation and extension for individual students' needs.

Students can work on one project over a number of days. For example, if they take photos, create videos or publish work, they can save the work and come back to it immediately in the next session without having to waste time locating the previously used shared device.

Teachers believe students will be able to bring devices to school and home again safely, and this will become routine. Students will learn to use, store and carry the devices safely.

## Ownership Model and Specifications

In 2021 students can bring in a new or used family owned device to use at school. The devices that are preferred for FNPS are:

Device	Grade 4 - 6
iPad range (iPad, iPad Air, iPad Pro) with an accompanying keyboard	<input checked="" type="checkbox"/>
MacBook range (MacBook, MacBook Air, MacBook Pro)	<input checked="" type="checkbox"/>
HP Spectre x360 13	<input checked="" type="checkbox"/>
HP 15.6" Ryzen 3	<input checked="" type="checkbox"/>

Equality and inclusion is a huge focus at FNPS, therefore school purchased devices will remain available on a shared basis to families who are not able to provide their own device.

Another option that is available to families who are looking to join the CONNECT program is leasing programs. Some of the options on offer include:

- [JB Hi-Fi](#) - *in store payment plans*
- [Officeworks](#) - *offer a couple of 'buy now, pay later' options, including zipPay and Afterpay.*
- [Harvey Norman](#) - *in store payment plans and Latitude payment options*
- [Apple](#) - *\*this is not a payment plan\* but they do offer student discounts*

Those wishing to start or continue with the CONNECT program will have to ensure their device meets the criteria and accessory list below:

Tablet	Laptop
≥ 5-hour battery life	
≥ 10-inch screen*	
≥ 64GB internal storage	
A12 Chip, M1 Chip or newer	≥ 1.4GHz
	≥ 4GB Memory
Protective sleeve or case	

\*We recommend the 10-inch screen minimum for greater screen size to reduce eyestrain. We also understand that the size of the student's backpack and fitting it into the school bag is an important consideration. School bags have been remade to fit the 13-inch screen size.

# CONNECT devices

- CONNECT devices are privately-owned and as a result, will not have continuity or service contingencies upon breakdown
- No responsibility for damage or loss is offered by the school for devices
- Maintenance and management of the device is at the parent's discretion
- Content and programs must be appropriate for school use
- During school hours, laptops will be locked up while not in use (i.e. at recess and lunchtimes)
- USB backup devices

## Guidelines for participation

Before students can participate they must:

- Adhere to the device specifications and requirements listed
- Have anti-virus software installed
- Have signed an acceptable use agreement (see attached)
- Parents **and** students must have signed the CONNECT user agreement
- Students who participate in a CONNECT user program at school must ensure they are familiar with their roles and responsibilities.
- Please ensure you have an appropriate internet filter at home
- For insurance and educational purposes, it is mandatory that the device goes home each night. This will also ensure the device is fully charged each night ready for the school day.
- We ask that devices be fully charged at home each night. This is to ensure there are no trip hazards in the classroom, and so that students can work easily in the different learning spaces around the school.

## Role of Parents

Parents should ensure their child understands the following:

- The rules and regulations set out in the 'Acceptable Use Agreement' (page 11)
- The care and maintenance of the device
- Restrictions and rules to keep students safe
- The policies and procedures for participating in the school's CONNECT program

## Insurance

**It is the responsibility of the student/family to ensure their device is adequately covered by insurance.**

The school can take no responsibility for damage or breakage caused to the device. Insurance must cover the device comprehensively against damage and theft for both inside and outside the school.

It is the student's responsibility to ensure their device is secure. Devices will be collected and securely locked within the classroom during recess and lunchtimes. Devices must go home each day, over weekends and during holiday periods.

Measures should be in place to monitor and minimise the occurrence of loss and theft. These should be considered as part of the insurance policy.

# Caring for CONNECT devices

The following conditions should be adhered to to ensure device longevity:

- Always store your device in a protective cover or case
- Avoid storing it in your backpack without protective cover – pressure from books can damage the screen and hinges
- Do not store anything additional to the device within the protective sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your device within its protective cover inside your normal school bag. Do not overfill your school bag. (Pressure on devices can cause permanent damage to the screen and other components)
- Do not grab or squeeze laptops or iPads (this can damage the screen and other components)
- Never leave your device in a car or in an exposed area where it can be stolen
- Never leave your device in unsupervised areas during the school day. They are to be securely locked in storerooms provided in each classroom or classroom doors are to be locked. Devices left unsecured may be confiscated to avoid exposure to theft.

## Appearance and personalization

CONNECT devices are to be clearly labelled, identifying its owner. Students may personalize their desktops and protective covers but any images must be appropriate. Students must back up their devices to ensure they do not lose any of their work using their Google drive account, an external harddrive or cloud based storage.

The laptop belongs to the student/family and should be named in the case it is lost. Engraving and permanent labelling may be a good option. Please turn on and enable any tracking services offered by the device (such as 'Find my Mac')

## Software licensing

If programs need to be required throughout the year parents will be notified in advance of what the program will be and the cost. Most programs are provided by the department, school or are for free. We do not anticipate there will be many additional program costs.

Should any software be required by the Grade level for projects, at least 2 weeks notification will be provided. We do not anticipate that there will be many additional software requirements as most of the programs used are web-based and free of charge on the Edustar catalogue.

Students have access to Office365 for free which can be installed on Mac, Windows or IOS. As mentioned earlier in this document, anti-virus software will need to be installed on the student's device.

## Sharing

Students do not share their CONNECT device whilst at school. The device is the sole property of the student and will not be shared or operated at any time by any other student. In some cases, students may look on or watch the device, but the owner of the device is the only one to 'drive' it.

While the school does not oppose siblings sharing a computer at school, the management of this may be difficult, as students tend to use computers at the same time. The benefit of students having their own computer is that they don't need to search for one. The time taken to walk between buildings (if senior and junior) this would be an inefficient use of learning time.

# Internet usage

The school uses a 'Netspace' filter which is provided by the Department of Education (DET). It is regularly updated and reviewed by staff to ensure students can not access inappropriate content. Students are taught and reminded to notify teachers should they stumble across anything that makes them uncomfortable so that these sites can be added to the comprehensive list and blocked.

Use of CONNECT devices by students is governed by the Acceptable Use Policy that students and parents agree to for use of devices within the school. Parents are also asked to familiarise themselves with the Acceptable Use Policy to further support their adherence outside of the school environment.

Any inappropriate use of the Internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

**Note: The school certificate does not filter home Internet. Parents are responsible for ensuring that the Internet at home has an appropriate filter.**

# Virus protection

Viruses have the potential to severely damage and disrupt operations within the school and DET's computer networks. As students have the right to connect to the internet from home, they should take all steps to protect the school and DET's computer network from virus attacks. CONNECT devices must have anti-virus software installed. Devices will not be connected to the school internet unless they have anti-virus protection.

Students are recommended to:

- Not to open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the Internet. Save the files to the hard disk and run the virus scanner on the file before opening them
- Delete chain and junk emails and not forward or reply to any of these
- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer's database. They can also consume a large amount of disk space on the server, which slows computer networks.
- Be aware that peripheral devices (e.g. USBs) used across platforms may carry viruses and/or Trojans.

# Non-school applications and files

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal streaming, MP3 and other music files may be stored on devices. Downloading music, games and videos from the Internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to approved digital music and/or participate in educational games on their devices while at school when given express permission by a teacher for an educational purpose. Crude or explicit music or images will not be permitted at any time.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Copyright is a significant issue with the increased access and availability provided through devices.

In developing our policy we considered:

- Music, MP3s and games can be used for many subject areas to support learning
- There is potential for distraction and disruption
- There is potential piracy, moral and ethical issues
- There are implications for storage and bandwidth.

In establishing a policy around non-school applications such as games, there needs to be a clear set of expectations and an attitude that promotes responsible use, rather than the more punitive deficit model.

# Technical support

The school employs an ICT technician (Chris) who, depending on the issue, can offer advice and support. Please keep in mind:

- The school technician is unable to provide additional services such as repair.
- The technician is not to be contacted directly by parents, any problems are to be logged by the classroom teacher as soon as they arise.
- Education will be the key to minimising technical support overheads.

# Printing

- We anticipate that students may use very printing at school. In the event of them needing to print, they will have access to the school's printers via their teacher/s.
- Publishing is available on the internet for assignments.
- Each classroom has an LCD screen to share/mirror work.

# Web Safety

Students must abide by the school's User Agreement and Internet/Email Code of Conduct whenever the school equipment or services are involved. This includes the CONNECT devices regardless of location. We encourage open communication and conversations between parents and students to establish an understanding of how and what devices are used for.

The Internet User Agreement Policy contains specific responsibilities to ensure student safety:

- Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords
- Students should be respectful in how they talk to and work with others online, and never participate in online bullying.
- Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

# Power supply management

- All CONNECT devices are to be fully charged at the commencement of every day
- Simple development and reinforcement of the importance of the charging policy will ensure it does not become a classroom management issue
- Use of power cords at school involves numerous practical and safety issues.

# Backup/Recovery

Students will be responsible for their own backup of critical data at all times. This may be through a USB, external drive, or cloud-based backup to regularly save important work.

- The backup of a student's critical data is the sole responsibility of a student.
- The issue of students' backup and data storage, and whose responsibility it is, has been considered by both technical staff and teachers, as it has ramifications for both technology and classroom management.

# Caring for your CONNECT device

## Packing away your device

- Store your laptop bottom down
- Don't wrap the cord too tightly around the power adaptor because this might damage the cord.

## Handling your device

- Try to avoid moving your device around when it is on. Before switching on, gently place your device on a stable surface and then switch on
- Always close the lid of your laptop when transporting
- You still need to be careful with your device while it is in the bag. Always place protective cover gently down
- Be careful when putting the device in the car that no other items are on top of it and nothing will roll onto the device
- Devices should be switched off before being put into the protective cover.

## Operating conditions

- Don't place objects on top of your device and never carry it around while it is turned on
- Avoid exposing your device to direct sunlight or sources of heat such as desk lamps
- Avoid exposing your device to dust, dirt, rain, liquids or moisture
- Avoid exposing your device to heavy shock or vibration.

## Protecting screens

- LCD and OLED screens are delicate – they don't like being poked, prodded, pushed or slammed
- Never pick up your laptop by its screen
- Don't slam the screen closed
- Be gentle when putting your device down.

## To clean your screen

- Switch off your device
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen.

## AC adaptor

- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself rather than the cord
- Do not wrap your cord tightly around the adaptor box
- Be aware of the power savings that come from running your laptop effectively from battery after being fully charged. This can amount to a significant amount per year.

## Keyboard

- Gently brush your keyboard with a clean soft-bristled paintbrush or similar to remove dirt
- If any key tops are missing or keys are in a damaged state, take your device to a licensed repairer to be fixed immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

## Case cleaning

- Use a non-abrasive cloth
- Spray cleaner on to cloth to moisten, but do not spray the device directly. Rub gently



# Support and responsibility

Fitzroy North Primary School uses the Internet as a teaching and learning tool. We see the Internet and personal devices as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use their CONNECT device responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At Fitzroy North Primary School we:

- have a cyber safe and responsible use program across the school. We reinforce the school code of conduct values and behaviours when using technology and the internet.
- provide a filtered Internet service
- provide supervision and direction in Internet activities and when using mobile technologies for learning
- utilise 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 all answers from the Internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and as a document attached to this agreement

## Advice for Parents

Please keep this as a resource to use at home.

At school, the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study 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 they are doing online. If not, see if you can make time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip and telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours that now present online. These are not "Virtual" issues. They are real and can harm and hurt.

At home, we recommend you:

- take some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their "space" if they are using a site which allows them to chat, publish photos, play games etc
- Ensure they are then in control of who contacts them and who accesses their information. They can block out anyone at any time.
- have the computer with Internet access in a shared 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 they are doing
  - 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 "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 child 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 either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access. (Even to protect them)

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

Fitzroy North Primary School sees the education of safe and ethical cyber-citizens as essential in the lives of its students and as a partnership between home and school.

21<sup>st</sup> Century students spend increasing amounts of time online learning and socialising. These online communities need cyber-citizens who "do the right thing" by themselves and others online, particularly when "no one is watching".

Safe and ethical behaviour online is explicitly taught at our school and we request that this is supported at home. It is important to note that some online activities are illegal and as such will be reported to the police. This includes harassment of others, publishing inappropriate images etc

## **Behave in a way outlined in the schools' Internet/Email Code of Conduct**

The schools' Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believe are important for all of the students at your school.

## **Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.**

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends.

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 friend's online
- password protect any spaces or accounts they have and never share that password
- don't allow anyone they don't know to join their chat or collaborative space.
- 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 but unacceptable behaviours need to be addressed:

- being online can make students feel that they are anonymous (however online interactions can be 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 a child can participate and contribute to the hurt or bullying of another child
- deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

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

Students often see the internet as “free.” Just looking at a page on the Internet is a download and is charged somewhere. The repair and support of the school’s technology is another issue and as many computers are shared at school, their care is important.

## **Not bringing or downloading unauthorised programs, including games, to school or run them on school computers**

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk. The first virus to be written for a Macintosh was discovered in February 2009.

## **Not go looking for rude or offensive sites.**

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's internet access will be reviewed with the option of suspension of use for a period of time.

## **Using the CONNECT device 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.

## **Remember that the content on the web is someone else’s property so ask a teacher for help 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. By downloading a freebie 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 is teaching 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 their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. “Tell me about wombats” might encourage him/her to copy and paste facts/images etc about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals 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 really flashy and tricky ways to lead people into websites they never meant 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 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 when they are feeling uncomfortable or threatened online.

### **Questions for teacher/ parent/ student discussion:**

#### **What can you do?**

- You found the car picture you were searching for, but on top of it was a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments /image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB etc

The Department of Education has great resources to help parents and students. If you are looking for more information on cyberbullying or being safe online, you may find the following links useful.

- <https://www.esafety.gov.au>
- <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parents.asp>

# Acceptable User Agreement

## *Part A: The agreement to be signed by the student and parent.*

The device will be owned and maintained by the student/family including insurance of the device against damage and theft.

- Always store your device in the protective case and plastic cover provided
- Avoid storing it in your backpack without the protective case.
- Never leave your device in a car or in an exposed area where it can be stolen.
- Never leave your device in unsupervised areas during the school day. CONNECT devices are to be securely locked in approved storage spaces whilst at school.
- Students are to avoid moving around with their laptop when it is on. Before switching it on students are to gently place it on a stable surface.
- Students will not share their password/s with anyone other than their parents.
- All devices are to be fully charged each night at home in preparation for each day. The use of power cords during the school day involves numerous practical and safety issues and a fully charged device will last the duration of a typical school day.

If you intend on leaving your child's CONNECT device at school overnight then you must sign an additional agreement indicating that you have chosen to do so and provide a charger cable (clearly labeled) to ensure the device is charged overnight. Please be aware, that this is not the preferred option of the school and that the educational benefits of our CONNECT program such as this is to strengthen learning beyond the classroom. If laptops are not going home each day this benefit is lost.

Devices are to be stored securely in their protective case AND kept in a school bag when travelling to and from school. Students are not to remove their laptop from their bag at any time. This will ensure it is not dropped, damaged or visible to the public.

While at school, devices will be using the network's proxies which limit the access to the Internet to DET approved sites.

### **It is the responsibility of the student/family to ensure their device is adequately covered by insurance.**

Insurance must cover the device comprehensively against damage and theft for both inside and outside the school. It is the student's responsibility to ensure their device is secure at all times. Devices will be collected and securely locked within the classroom during recess and lunch times.

### **By signing this agreement, you are agreeing to all of the below:**

- The device must not have any content that would be deemed inappropriate in a school environment.
- The school's technician can make the necessary changes for your device to work but are not liable for any problems that occur outside of the school. This is the only level of support you will receive for the device.
- The device will have to come to school charged (no chargers are to be brought to school).
- The school will not be held responsible for loss or damage caused to the device or when being transported to and from school.
- The device will not be available to students during recess, lunch or sport. They will be securely locked in the classroom.
- The school can disconnect the device from the school network if any security policy is breached.
- Any media installed on the device must not infringe copyright laws and must not include crude or explicit language or scenes.

**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 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 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 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 go looking for rude or offensive sites
- not access apps or websites that are designed for ages 13 years and older
- use an 'online name' and avatar when sharing my work online.
- 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

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be 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 as outlined in the Internet use kit.

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 either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature:

Date:

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