

# Acceptable Use Agreement

## Upper Primary (Year 3 – Year 6)



*Keep this copy at home on the fridge as a reminder of your child's eSmart responsibilities.*

At school we discuss ways to be a safe, smart, responsible, and ethical users of digital technologies.

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

- always thinking and checking that what I write or post online is polite and respectful.
- being kind to everyone online and always considering how the things I do or say online might make others feel.
- not sending mean and hurtful messages or forwarding them to others.
- creating and presenting my own work, and if I copy something from online, I will share the website link or acknowledge the creator.

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

- protect my friends information in the same way.
- protect my passwords and will not share them with anyone except my parent and teacher.
- only ever join online spaces with my parents or teacher's guidance and permission.
- never answer questions online that ask for my personal information.
- know not to post identifiable information about myself.

When I use digital technologies, I **protect my digital security** by:

- never sharing my password with anyone except a parent or a teacher.
- never ask my friends for their passwords.
- always look away when someone is typing in their password.

When I use digital technologies, I will **respect the device** by being aware of how I use it. This means I will:

- carry one device at a time, with both hands.
- keep food and water away from the device.
- close the lid gently.
- follow the steps to shut down the device safely.
- place the device safely and gently in the laptop trolley.
- use the device that is assigned to me every time.
- remove and insert headphone, charger, and USB ports with care.

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

- stop to think about what I post or share online.
- only use websites that are appropriate for my age, and if I am not sure I ask a trusted adult for help.
- protect my friends' names, birthdays, school names, addresses and phone numbers because this is their personal information.
- not share pictures or videos of my friends or family without their permission.
- speak to a trusted adult if I receive or see anything online that is inappropriate or makes me uncomfortable.
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared.
- speak to a trusted adult if I see something online about myself or someone, I know that is inappropriate or makes me uncomfortable.
- only accept online friend requests from people I know personally and recognise.
- not deliberately search for something rude or violent

**HERO UP: SHIELD AGAINST BULLYING & CYBER BULLYING**

**The Friend**  
The friend is your sidekick who always has your back.

**The Super You**  
Time to summon your real-life superheroes.

**The Super Computer**  
Combat cyberbullying. Google and install the *Cybersafety Help Button*.

**The Pro**  
The pro might be a counsellor, youth worker, a doctor or some other health professional.

**The Dumbledore**  
Your Dumbledore could be any trusted adult you know.

beyondblue  
If you need more information or advice, you can call the *beyondblue* Support Service on **1300 22 4636** or visit [www.youthbeyondblue.com/bullying](http://www.youthbeyondblue.com/bullying)

Australian Government | Office of the Children's eSafety Commissioner

## eSafety health check

Treat your password like your toothbrush—don't share it with anyone and change it regularly.

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When cyberbullying gets you down, report it: [esafety.gov.au/reportcyberbullying](http://esafety.gov.au/reportcyberbullying)

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Revisit your privacy settings to protect your personal information.

Don't act in the heat of the moment—stay calm and chill.

What you post online stays online—think about your digital reputation.

**OMG!**  
Nude pics can spread quicker than a virus—reconsider the types of pics you send.

**\*explore safely**

[esafety.gov.au](http://esafety.gov.au)

Australian Government | Office of the Children's eSafety Commissioner

## How to report cyberbullying material

- 1 Report the cyberbullying material to the social media service
- 2 Collect evidence — copy URLs or take screenshots of the material
- 3 Report it to [www.esafety.gov.au/cyberbullying-complaint](http://www.esafety.gov.au/cyberbullying-complaint)
- 4 Block the person and talk to someone you trust

If the content is not removed within 48 hours...

If you are in immediate danger, call Triple Zero (000).  
If you need to talk to someone, visit *Kids Helpline* online or call them on **1800 55 1800**, 24 hours a day, seven days a week.

# Acceptable Use Agreement

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Families may keep the previous pages and return this page to their Classroom Teacher.

I, *(write full name)* \_\_\_\_\_ agree to always abide by the expectations set out in this Acceptable Use Agreement (when I am at school as well as when I am at home or in the community). I understand this agreement will remain in force while I am enrolled as a student at Carranballac P-9 College. The college maintains the right to make changes to this document, and I understand that I will be notified when changes are made.

**Student Signature:** \_\_\_\_\_

### Acknowledgement of Parent Support

As part of my responsibilities as a Parent, Guardian, or Carer of a student in the Carranballac P-9 College:

- I will read this Acceptable Use Agreement carefully and discuss it with my child so we **both** have a clear understanding of their role in the College's work to maintain a safe environment.
- I will ensure this Acceptable Use Agreement is signed by me and my child and returned to the College.
- I will support my child to follow the Acceptable Use Agreement and understand their failure to do so may result in serious consequences.
- I will contact the school if there is any aspect of this Acceptable Use Agreement I would like to discuss.
- I will support College staff when fulfilling their duty to create a safe online space for children to learn and develop digital skills, including managing online behaviour, consequences, and student engagement.

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

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

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

**School contact name for support and /or agreement:** Please speak with your classroom teacher or email the College on [carranballac.p9@education.vic.gov.au](mailto:carranballac.p9@education.vic.gov.au)

**School contact no.:** (03) 9395 3533