



WPS Policy

Acceptable User Agreement (Students)

Purpose:

School profile statement

At Wallan Primary School we support the right of all members of the school community to access safe and inclusive learning environments. This extends to the use of digital tools and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

Policy:

At our School we:

- have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour;
- are an eSmart school and promotes the safe, smart and responsible use of technology in our school;
- raise our students' awareness of digital issues such as online privacy, intellectual property and copyright; supervise and support students using digital technologies in the classroom and establish clear protocols and procedures to protect students working in online spaces.
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students;
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.
- connect with external cyber safe providers who offer sessions/information for all stakeholders.

Safe, responsible and behaviour

When students use digital technologies they communicate respectfully by:

- always thinking and checking that what they write or post is polite and respectful
- being kind to their friends and classmates and thinking about how the things they do or say online might make others feel
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting their own work, and if they copy something from online, letting their audience know by sharing the website link to acknowledge the creator.
- protecting personal information by being aware that their full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means they:

- protect their friends' information in the same way
- protect their passwords and don't share them with anyone except their parent
- only ever join spaces with their parents or teacher's guidance and permission
- never answer questions online that ask for their personal information
- know not to post three or more pieces of identifiable information about themselves.
- use digital technologies and respect themselves and others by thinking about what they share online.
- stop to think about what they post or share online
- use spaces or sites that are appropriate, and if they are not sure they ask a trusted adult for help

- protect their friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if they see something that makes me feel upset or if they need help
- speak to a trusted adult if someone is unkind to them or if they know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if they see something they don't like and tell a trusted adult
- are careful with the equipment they use.

At school students have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented their ideas around the ways that they can be a smart, safe and responsible and ethical user of digital technologies. They will use this knowledge at school and everywhere they use digital technologies

Acknowledgment

This Digital Technologies Agreement applies to all digital technologies and the internet including (but not limited to):

- school owned devices (e.g. desktops, laptops, i-Pads)
- email and messaging
- internet and intranet
- blogs
- wikis
- podcasts
- video conferences and web conferences

This Digital Technologies Agreement applies when digital technologies and the internet are being used at school.

I understand that my child needs 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 my child does not behave appropriately. (completed on COMPASS)

Relevant Links:

[Schools Privacy Policy](#)

[Statement of Values and School Philosophy](#)

[Photographing, Filming and Recording Students Policy](#)

REVIEW CYCLE

This policy was last updated: January 2026

Scheduled for review: March 2027