

DIGITAL TECHNOLOGIES - ACCEPTABLE USE AGREEMENT

Tooradin Primary School has made computers and devices available to all students for the purpose of assisting directly with their learning.



This agreement is valid for the duration of the students' time at Tooradin Primary School.

School Computers

1. Students from grades 3-6 will be required to log onto computers with their individual username and password.
2. Students from Grades Prep – 2 will log onto computers using their class password.
3. Students are **NOT** permitted to alter computer settings or move computer equipment.
4. It is expected that all students will behave in a responsible and considerate manner at all times.
5. Students agree to:
 - Inform teachers of any problems with school computers.
 - Inform teachers of any inappropriate material found on the network or misuse of computers immediately.

General Internet Use

1. Internet usage is only available under direct supervision of a teacher.
2. The internet is not available to message or chat unless under supervision.
3. Personal information about yourself or anyone else is **NEVER** to be given out on the internet.
4. Passwords are to be kept **SECRET**, never share them with anyone, not even your closest friend.
5. Students will not access social media sites deemed inappropriate by the Department of Education. (e.g. Facebook, Twitter, Instagram, Snapchat, TikTok etc.)

Printing

Work is not to be printed without the permission; this is to reduce the waste of resources.

Penalties

For those students who choose to misuse the computer system, punishments will include detention and/or removal of computer privileges.

Agreement

1. I have read agreement understand my responsibilities.
2. I understand the consequences should I choose to break this agreement.
3. I understand that the school will do its best to restrict student access to offensive, dangerous or inappropriate material on the internet.

I agree to:

1. To follow the statements in the policy.
2. The parent/caregiver gives permission for the student to use the Internet and accepts the conditions of this contract.

Student name: _____

Date: _____

Signed: _____ (Student)

Signed: _____ (Parent/Carer)

DUTY OF CARE POLICY



PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Tooradin Primary School owe to our students and members of the school community who visit and use the school premises.

POLICY

“Duty of care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our school has developed policies and procedures to manage common risks in the school environment, including:

- Bullying Prevention
- Camps and Excursions
- Child Safe Standards and Mandatory Reporting
- Emergency Management Plan
- First Aid
- Volunteers
- Visitors
- Yard Duty Supervision - Parents and Students

Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for ensuring that the school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

External Providers

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our Visitors Policy and Camps and Excursions Policy include information on the safety and care of our students when engaged with external providers. Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers such as student leaders’ workshops, KESO (Koorie Education Support Officer) and local council. Our School will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department’s guidelines in relation to Workplace Learning are available at the following link:

<https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/workplace.aspx>

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [Duty of Care](#)
- School Policy and Advisory Guide: [Workplace Learning](#)

REVIEW CYCLE

This policy was last updated on December 2019 and is scheduled for review in December 2022

Signed:


Principal

Signed:


School Council President