

## **Myanmar International School of Yangon**

### **Acceptable Use Agreement for students in Years 1-6**

#### **Primary School Profile Statement**

At MISY we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the Primary school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

#### **In Primary we will:**

- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity.
- Use online sites and digital tools that support students' learning.
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

#### **Expected Student behaviour when using digital or online spaces.**

##### **To encourage safe, responsible and behaviour**

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

- Always thinking and checking that what I write or post is polite and respectful.
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel.
- Not sending mean or bullying messages or forwarding them to other people.
- Creating and presenting my own work, and if I copy something from online I show people where I copied it from by writing the website link.

When I use digital technologies I **protect personal information** (which is my full name, photo, birthday, address and phone number), and know that it is not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- stop to think about what I post or share online

When I use digital technologies **I respect myself and others** by thinking about what I share online.

This means I:

- use sites that are appropriate, and if I am not sure I ask a trusted adult for help
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- Speak to a trusted adult if anyone asks if anyone I've met online asks me to meet them in real life.
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.
- will not write bad comments about the school online.

When I use **school equipment I will be respectful.**

This means I:

- only use school computers to help my learning.
- Only look at and work on my own files
- Keep all school equipment at school and not take any home
- Will ask the teacher to scan any external flash drives (USB) before I use
- Will tell a teacher if I think a school computer has a virus
- Only use the school network with permission from a teacher.

When I communicate with others using email or social media **I will protect myself** by:

- Only using email for learning purposes
- Not using social media sites underage (Twitter, Facebook, Snapchat, Instagram, YouTube etc.)

When I use my own personal device I will **use it responsibly.**

This means I:

- only use my personal device when given permission by a teacher or in an emergency situation. If I am not using it for learning it must be switched off at all times. (not in silence or vibrate)
- If I am using my own device when I should not, it may be taken by a teacher.

I understand that the teachers may check that I am using technology correctly according to this agreement. If I do not follow this agreement my parents may be contacted and I may not be able to use technology at school.

Student name: ..... Signature.....

Parent name:..... Signature:.....

Class:.....

Date:.....