

# SPRINGVALE RISE PRIMARY SCHOOL



## Digital Technologies Acceptable Use Agreement - 2021

Digital Technologies are a central part of today's education and the curriculum of this school. These technologies promote learning, enabling all students to access educational resources, communicate with others and to become members of a global community.

Parents/carers should go through this Agreement and our Acceptable Use of Digital Technologies Policy with their child. At Springvale Rise Primary School, students should understand that the use of digital technologies such as the schools network, the internet, G Suite for Education applications, laptops and iPads, is a privilege and responsibility, not a right. This Agreement and the Policy applies at all times when students are using the schools network and devices.

Breaches of the expectations by students may result in consequences such as suspension of access to the schools network and devices, or inspection of devices by the teacher or school technician.

### At Springvale Rise Primary School:

When I use digital technologies I **communicate respectfully**. This means:

- I am always thinking and checking that what I write or post is polite and respectful
- I am kind and think about how the things I do or say online might make my classmates feel
- I will not send mean or bullying messages or forwarding them to other people.
- I will not copy material from websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.

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

This means:

- I will not share personal/sensitive information on digital technologies e.g. G Suite for Education.
- I will not let anyone else know my passwords or usernames.
- I will protect my friends' information in the same way.
- I will let my teacher know if I think someone has gained access to my account.
- I will not enter my phone number or address into any website, nor will I enter this information of any other student or staff member.
- I will not answer questions online that ask for my personal information.

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

- I will only use digital technologies made available by the school for school purposes.
- I will only access the school network, Internet and email with my personal account and password.
- I will respect the privacy of others at all times and will not access an account that is not mine.

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- I will always use the Internet within the areas specified by my teacher and with their permission.
- I will let the teacher know straight away if an inappropriate website appears on my screen.
- I will only use the games and software that are on the school's system.
- I will ask my teacher to check the material before printing.
- I will speak to a trusted adult if I see something that makes me feel upset, if I know someone else is upset or scared, if someone is unkind to me, or if I need help.
- I will always look after and maintain the schools' digital technology resources.

This agreement applies until a new agreement is completed in the next school year.

I understand that I must use the Springvale Rise Primary School network, devices and the Internet in a polite, safe and responsible manner. I understand that there are consequences established in the school policies if I do not behave appropriately, for example my privileges may be suspended or school staff may inspect the devices.

Student Name: ..... Student Signature: .....

Date: .....

As a Parent/Guardian of this student I consent to my son/daughter using the school network, devices and Internet. I have read and understand the Digital Technologies Acceptable Use Agreement and Acceptable Use of Digital Technologies Policy and have spoken to my child about how they can be polite, safe and responsible when they use digital technologies and will support them doing so at home and at school. I understand that if my child behaves inappropriately or breaches the Agreement or the Policy, his/her access privilege may be suspended for a period of time which has been determined by the Principal and school staff may inspect the devices.

Parent/Guardian Name: ..... Signature: .....

Date: .....