

# Digital Technologies Acceptable Use Agreement



Mount Evelyn Primary School encourages all students to actively engage with a range of digital technologies to support their learning and help them participate in a rapidly changing world. Students use technology to find, explore, design, analyse, exchange and present information, developing their ability to think critically and creatively, communicate effectively and collaborate with others. They are educated about aspects of cyber safety and appropriate ways to use technology. We continually update technical requirements and teaching practices to provide a safe learning environment.

It is an expectation that students will act in a safe and responsible manner when using technology. We acknowledge that, despite our best efforts, it is not possible to guarantee full protection from inappropriate content, and so it is important for students to know the steps they should take to keep themselves safe and take action if they become aware of a problem.

Students have spoken in class about the school expectations when using digital technologies, as outlined below. These expectations apply during all school activities including camps, excursions, outside school hours care (OSHC) and extra-curricular activities. If students are found to be using digital technologies in an unsafe or inappropriate manner, consequences will be put in place according to the Mount Evelyn Primary School *Digital Technologies Policy*. These consequences may include, but are not limited to, additional learning to be undertaken by the student, restriction of access to digital technologies, communication with parents/carers and school leadership, and notification to the appropriate authorities as required by law.

**Please read the information below and discuss with your child then return the signed form to your child's teacher**

## **STUDENT SECTION**

When I use digital technology, I have responsibilities and rules to follow. I agree to:

- use digital technologies at school for the purpose of learning, as directed by a staff member
- be respectful in how I talk to and work with others online and never write or participate in cyber bullying, distribute inappropriate material or impersonate others
- not interfere with the work or data of another student (including not attempting to use another student's login)
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images, and not using my school accounts/email address to sign up to websites/Apps. I will protect my password
- not bring or download unauthorised programs, including games, to the school or run them on school computers or tablets
- not attempt to alter systems and security settings on any device that connects to the school network if these changes will affect access, security, and/or the safety of digital technologies and/or users
- not go looking for rude, offensive or inappropriate sites
- only take photos and record sound/video when it is part of an approved lesson and seek permission before including other people in what I record
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the Internet
  - I come across sites which are not suitable for our school or make me feel unsafe
  - someone posts text, images, videos or anything else I don't like or that I think is inappropriate, makes me or my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to access digital technology at school if I do not act responsibly.

.....  
*Student Name*

.....  
*Student Signature*

.....  
*Date*

## **PARENT/GUARDIAN SECTION**

I agree to allow my child to use the Internet and digital technologies at school. I have discussed the scenarios, potential problems and responsible use of the Internet and digital technologies with him/her as outlined in the Internet use agreement. I agree to contact the school if there is anything here that I do not understand, or if a situation arises that concerns me.

.....  
*Parent/Guardian Name*

.....  
*Parent/Guardian Signature*

.....  
*Date*