Acceptable Usage Agreement - Digital Technology

<u>For Students</u>

What we expect

Below are our expectations of students at Mt Eliza Primary School when using digital technologies.

Be safe	**At Mt Eliza Primary School, we protect personal information and keep safe online.** We do this by: ● Not sharing our password or using someone else's username or password. ● Logging out of our devices when they are not in use. ● Restricting the personal information we post online, including images and videos.
Be respectful	**At Mt Eliza Primary School, we are kind and show respect to others when using technology.** We do this by: ● Acting with kindness and never bullying others online. ● Thinking about how our words might make others feel before we say or write them. ● Only taking photos or recordings of others when they are aware and have given us permission to do so. ● Seeking permission before sharing others' information online.
Be responsible	**At Mt Eliza Primary School, we are honest, handle technology with care and follow the school rules.** We do this by: ● Handling devices with care. ● Not interfering with devices, school systems, or other students' work. ● Not downloading or using inappropriate programs like games. ● Not using technology to cheat or steal, and always acknowledging when we use information sourced from others. ● Turning off and securely storing our mobile phone during school hours. ● Ensuring a healthy balance between screen time and offline activities at school.
Ask for help	**At Mt Eliza Primary School, we ask for help if we feel unsure or see something inappropriate.** We do this by talking to a teacher or a trusted adult if: ● We feel uncomfortable or unsafe. ● We see others participating in unsafe, inappropriate, or hurtful online behaviour. ● We notice any damage to school technologies. ● We need help understanding about a digital tool or how it can be used.

Support for students:

The e-safety commissioner's <u>eSafety kids</u> page has helpful information to help you stay safe online.

My ideas on safe and responsible online behaviour

Your task:

- Talk with your classmates and/or your parents about what safe and responsible online behaviour means for you.
- Write or draw your response in the boxes below:

Be safe - I protect personal information and keep safe online. This means I:

(write or draw…)

Be respectful - I am kind and show respect to others when using technology. This means I:

(write or draw…)

Be responsible - I am honest, handle technology with care and follow the school rules. This means I:

(write or draw…)

Ask for help - I ask for help if I feel unsure or see something inappropriate. This means I:

(write or draw…)

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Instructions

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Complete the agreement, including parent/carer acknowledgement and have it checked by your classroom teacher by the end of Week 3, Term 1.

Student Agreement

_____

(Student name)

I understand and commit to uphold the expectations of me as a student at Mt Eliza Primary School when using digital technology.

I will do my best to:

- **be safe** *to protect personal information and keep safe online.*
- **be respectful** *and kind to others when using technology.*
- **be responsible** *by demonstrating honesty, handling technology with care and following the school rules.*
- **ask for help** *if I feel unsure or see something inappropriate.*

I will continue to learn about how to use digital technology in a safe and responsible way.

_____   _____

(Student's signature)   *(Date)*

Parent/carer acknowledgement

_____

(Parent/carer name)

I acknowledge your commitment and will support you to safely use and learn about digital technologies.