Acceptable Digital Technologies Use Agreement: F-6
Safe and Responsible Behaviour 2017

When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful. I must also ensure that I only use my own digital device (or a device provided by the school).

This means I:
- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Don’t use actions online to be mean to others. (This can include leaving someone out to make him or her feel bad).
- Don’t copy someone else’s work or ideas from the Internet and present them as my own. (I will include the website link).
- Never touch another student’s digital device for any reason.

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 not to be shared online.

This means I:
- Protect my friends’ information in the same way.
- Protect my password and I don’t share it with others.
- Don’t join a space online without my parents or teacher’s guidance and permission.
- Never answer questions online that ask for my personal information.

When I use digital technologies I look after myself and others by thinking about what I share online.

This means I:
- Never share my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- 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 someone is unkind to me.
- Speak to a trusted adult if I know someone else is upset or scared.
- Stop to think about what I post or share online.
- Use spaces or sites that are right for my age.
- Don’t deliberately search for something inappropriate.
- Either turn off the screen or use the back button if I see something inappropriate (offensive or violent) and tell a trusted adult.
- Am careful with the equipment I use.
- Never purchase anything online unless a trusted adult assists me.

When I use digital technologies I ensure that it is used to promote learning.

This means I:
- Only use digital technologies for learning purposes.
- Turn off all notifications so my learning is not interrupted.
- Stay on task using educational apps approved by my teacher/school.
- Report any misuse of digital technologies to my classroom teacher.
- Turn off iMessage or other instant messaging apps (including social media) while at school.
- I will use digital technologies to communicate with others for learning purposes only (i.e. no personal messaging during school times)

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at school will be renegotiated if I do not act responsibly.

Student Name:…………………………………… Student Signature:…………………………... Class……………… Date………………

Parent/Guardian Agreement:
I agree to:
- My child using the Internet at school for educational purposes only.
- The school signing my child up to educational accounts & websites, e.g. school email, Wikispaces, Showbie, Mathletics Google Drive, and other similar age appropriate collaborative spaces.
- Contact the school if there is anything here that I do not understand. If there is a situation, which concerns me, I will contact either the school Principal or my child’s classroom teacher.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don’t hesitate to contact our e-Learning Coordinator (Denise Anderson), Bryan Nolan (Principal), Monika Gruss (AP) or your child’s class teacher on (03) 9306 9182.

Parent Name: ……………………………………… Parent Signature:……………………………… Date:…………………………