

# ACCEPTABLE USE AGREEMENT

## TO BE READ IN CONJUNCTION WITH THE DIGITAL TECHNOLOGIES POLICY

Wodonga Primary School actions the *'Digital Technologies'* and *'Bullying Prevention Policies'* to guide decisions and ensure the safe use of Digital technologies within our school. Our school profile statement and educational rationale outline the programs, technologies and approaches the school is using to support student learning with digital technologies, and can be found within the above mentioned policies, located on our website.

The *Acceptable Use Agreement* outlines the expected behaviour of students and seeks an informed agreement.

## Safe, Responsible and Behaviour

When I (the student) use digital technologies and the Internet, 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, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies and the Internet, 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:

- protect my passwords and don't share them with anyone except my parents
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information

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

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- won't deliberately search for something rude, violent or inappropriate

When I use digital technologies, I **respect the equipment**. This means I:

- am careful with the equipment I use
- won't make changes to the configurations (this includes changing backgrounds, shifting icons or accessing another student's digital files).
- will use netbooks / iPads at tables, benches or appropriate places instructed by the teacher
- will have clean hands and workspace
- won't use food or drink while using equipment
- make sure I place my equipment away in a safe and secure location or where I have been instructed to by my teacher.



# ACCEPTABLE USE AGREEMENT

## Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the Internet including (although not limited to):

- school owned ICT devices (e.g. laptops, iPads, printers, scanners)
- internet, intranet
- cloud services (e.g. Google drives)
- online digital portfolios
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs
- forums, discussion boards and groups
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.
- personal communication devices (eg. Mobile phones, watches, digital cameras)

## Student Acceptance

By reading this document I agree will use this knowledge at school and everywhere I use digital technologies and the internet.

STUDENT NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Parent Acceptance

By reading this document, I acknowledge and understand that my child needs to comply with the terms of acceptable use and expected standards of behavior set out within this agreement.

By reading this document, I acknowledge and understand that there are actions and consequences established within the schools '*Digital Technologies*', and '*Bullying Prevention Policies*' if my child does not behave appropriately.

PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_