



WESTGROVE PRIMARY SCHOOL Digital Technologies Acceptable User Agreement 2020

When I use technology, both at school and at home I have responsibilities. I agree to:

- be a safe, responsible user whenever and wherever I use digital technology.
- support others by being respectful in how I talk and work and never write or participate in online bullying. This supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- follow the schools' Student Engagement Policy guidelines when using mobile technology
- keep myself and my friends safe by not giving out personal details or details of other students including full names, telephone numbers, addresses and images
- not reveal my password or passcode to anyone except the system administrator or a teacher
- compose email messages using only language I understand is acceptable in my school
- not respond to any messages that are unpleasant or that make me feel uncomfortable
- use the technology at school for learning and not interfere with the work of another student
- not bring or download unauthorised programs, including games, music or other files to school or run them on school devices
- not interfere with network security, the data of another user or attempt to log onto the network with a user name and password that is not my own
- use social network sites and online tools for educational purposes and only when directed by a teacher
- only use applications or play games on the internet with my teacher's permission
- not look for inappropriate or offensive sites and only work on the web for purposes specified by my teacher
- remember that the content on the web is someone's property and ask my teacher / parent 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 am not sure what I should be doing on the internet
 - I feel unsafe
 - I come across sites which are not suitable
 - I feel that the welfare of other students at the school are being threatened

When I use mobile devices I agree to:

- protect the privacy of others and never post or forward information about another person
- only take photos and record sound or video when I have permission from the teacher to do so
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- handle all mobile devices with care
- immediately report any damage or misuse of a mobile device, to a teacher
- always bring my device to school fully charged
- switch off and place out of sight any personal device whilst on the school grounds, before/after school

I agree to all conditions set out in the User Agreement. I understand a consequence will be enforced if I break a condition.

Student Name:..... **Student Signature:**.....
Class:.....

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her. If there is a situation which concerns me, I will contact either the school or ACMA, Australia's Internet safety advisory body on 1800 880 176

Parent/Guardian
Signature:.....**Date:**.....