



# Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour 2020

**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.
- Don't send or forward inappropriate material to any member of the school community.

**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:**

- Never share my own or my friend's full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- 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:**

- 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.
- Only use apps/software as directed/given by the school
- 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)

**When I use digital technologies for remote learning, I ensure that I am respectful. This means I:**

- Do not distribute any photography/image, filming or recording without the permission of my teacher.
- Do not record live classes without the permission of my teacher.
- Use devices in a shared and appropriate space where an adult is present (e.g. not my bedroom/bathroom).
- Only use video conferencing platforms as directed by my teacher.
- Dress appropriately for video conferencing (e.g. not my pyjamas/swimmers).
- Will be respectful while participating in video conferencing by looking at the screen and following my teacher's instructions (e.g. turning the mic off to eliminate noise).



# Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour 2020

## CONSEQUENCES OF MISUSE

### General Misuse

In the event of breaches of the agreement the following steps will be implemented:

1. In the first instance, a warning is issued to the student.
2. A subsequent breach will mean that the device will be confiscated for the day and parents will be notified.
3. A further breach will mean that the device will be confiscated for 1 week; parents will be notified.

### VPN - Virtual Private Network

If a VPN is found to be on a student's device the following action will be taken:

1. The device will be confiscated.
2. Parents will be notified and asked to collect their child's device.
3. Further checks of the device will be conducted.
4. Any subsequent breaches will result in a 2 week ban and the student will be provided with alternative school technology (such as a netbook).
5. Following these steps, any student found to have a VPN on their device will be banned from using the school network.

### Unauthorised Distribution of Material

In the event of unauthorised material being distributed, each case will be addressed on an individual basis and will have different consequences depending on the severity.

We have a zero-tolerance approach to the distribution of inappropriate or tampered images/videos involving staff or students. Severe cases may result in instant suspension and removal from online learning platforms.

Please read and sign the following **Acknowledgement of Digital Technology Use Agreement**.



# Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour 2020

## ACKNOWLEDGEMENT OF DIGITAL TECHNOLOGY USE AGREEMENT

---

### STUDENTS

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: Please tick EVERY BOX before signing.

I have read, understand and agree to abide by the school's Acceptable Digital Technologies User Agreement. I agree to the following (please tick each box)

- I have read the Digital Technologies Policy (Internet, Social Media and Digital Devices): (insert link here)
- Agree to my child using the Internet at school for educational purposes only.
- Agree for the school signing my child up to educational accounts, websites and apps, e.g. school email, Apple Classroom, Showbie, Google Drive, and other similar age appropriate collaborative spaces.
- Be aware of apps/software/platforms my child is using.
- Understand that only students and appropriate teaching staff are in the live class (video conference).
- To ensure an adult is present in a shared space while my child is learning online.
- Refrain from communicating online with students that are not from my family.
- Do not distribute any photography/images filming or recording relating to or from the school.
- If there is a situation, which concerns me, I will contact either the school Principal or my child's classroom teacher as soon as it arises.
- Contact the school if there is anything here that I do not understand.

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 Digital Technologies Coordinator (Laura Rossi), Monika Gruss (Principal), Tim Prendergast (Assistant Principal) or your child's class teacher on (03) 9354 1660 or via the school email [coburg.north.ps@edumail.vic.gov.au](mailto:coburg.north.ps@edumail.vic.gov.au).

Parent Name: ..... Parent Signature:.....

Date:.....