The Lakes South Morang P-9 School

ICT – ACCEPTABLE USE AGREEMENT for 2017
Early Years Campus

STUDENT DECLARATION

When I use digital technologies and the internet at school I agree to be a responsible user at all times, by:

• behaving according to The Lakes school values
• using technology and the internet for learning purposes only during class times, as directed by my teacher.

SAFE AND RESPONSIBLE BEHAVIOR

When I 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 think or feel
• working to stop bullying. I don’t send mean or bullying messages or pass them on to others
• creating and presenting my own work and if I do copy something from the internet, letting others 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 friends’ information in the same way
• protect my passwords and don’t share them with anyone except my parent or teacher
• only ever join spaces with my parents or teacher’s guidance and permission
• never answer questions online that ask for my personal information
• know not to post three or more pieces of identifiable information about myself.

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 for my age and if I am not sure I ask a trusted adult for help
• protect 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 or if I know someone else is upset or scared
• don’t deliberately search for something rude or violent
• turn off or close the screen if I see something I don’t like and tell a trusted adult
• am careful with the equipment I use.
At school we/I have:
- discussed ways to be a safe and responsible user of digital technologies and the internet
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

I agree that any online services provided through Google Apps for Education will be used for educational purposes only, at all times. If I become aware of any issues/abuse of these services, I must report these immediately to my Home Group Teacher.

ACKNOWLEDGEMENT

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):
- school owned ICT devices (e.g. desktops, laptops, printers, scanners, iPads, digital cameras, gaming consoles)
- mobile phones and student owned devices
- email and instant messaging
- internet and intranet
- social networking sites (e.g. Facebook, Snapchat)
- video and photo sharing websites (e.g. YouTube, Instagram)
- blogs or micro-blogs (e.g. WordPress, Twitter)
- forums, discussion boards and groups (e.g. Showbie, Edmodo, Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home. Mobile phones are discouraged on school camps.

SIGNATURE

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that my access to the internet and digital technologies at school will be renegotiated if I do not act responsibly. If I do not comply with the terms of this agreement, my device (including mobile phone) may be confiscated for a specified period and my parents will be contacted. I understand that any equipment I bring to school is my own responsibility and the school will not be held responsible for damage, loss or theft.

Student Name: ___________________________________ Home Group: ___________

Student Signature: ___________________________________

Parent/Guardian Name: ________________________________ 

Parent/Guardian Signature: ____________________________ Date: ___/___/____