STUDENT DECLARATION

When I use digital technologies and the internet at school I agree to be a safe, responsible and ethical 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
- not deliberately entering or remaining on any site that has obscene language or offensive content (including racist material or violent images)

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

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult.
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention.
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary.
- not downloading unauthorised programs, including games.
- not interfering with network systems and security, the data of another user or attempting to log into any programs or services with a user name or passwords of another student.
In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, both at school and outside of school, by:

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson).
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages.
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

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: ___/___/_______