

Acceptable User Agreement *for the internet and digital technologies.*

When I use technology, both at school and at home I have responsibilities and rules to follow.

When I use digital technology I agree to:

- be a safe, responsible user whenever and wherever I use it.
- support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and 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 online or 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 the 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 in any way.
- use the internet and technology at school for learning and use the equipment properly.
- not bring or download unauthorised programs, including games, music or other files to school or run them on school computers.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- use social networking sites and online tools for educational purposes and only as directed by teachers.
- only applications or play games on the internet with my teacher’s permission.
- not go looking 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 need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable
 - someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 - 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 private information about another person.
- only take photos and record sound or video when I have permission from a 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 mobile devices, to a teacher.
- always bring my device to school and have it fully charged.
- switch off and place out of sight any personal mobile device, whilst on school grounds.

I agree to all conditions set out in the User Agreement. I understand a consequence will be enforced if I break a condition. Consequences may include suspension of access to the school internet / network and/or mobile device access.

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

Parent Permission

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. I will contact the school if there is anything here that I do not understand. 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:**.....

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/cares call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>