



Mildura South Primary School Acceptable Use Agreement for Digital Technologies 2023

Part B: Student Agreement

Mildura South Primary School is an eSmart school. Our school explicitly teaches the skills required for our students to be polite, safe and responsible users of digital technologies and the Internet. This includes the use of digital tools and online communities.

Safe and Responsible Behaviour

When I use digital technologies and the internet I **will**:

- make sure that what I write or post is polite and respectful
- not send mean or bullying messages or pass them on to others
- protect my passwords and don't share them with anyone
- only join online spaces with my teacher's permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself (full name, photo, birthday, address and phone number is not to be shared online.)
- protect my friends' information in the same way
- use online spaces or sites that are appropriate for my age and if I am not sure I will ask a teacher for help
- not search for something rude or violent
- speak to a teacher if I see something that makes me or someone else feel upset or worried
- tell my teacher if I have received any emails from unknown senders
- tell my teacher if my computer has a virus

User Responsibilities

When using technology I will:

- update my device regularly (windows settings and virus scanner)
- only open and use programs as directed by my teacher
- sit where a teacher can see my screen (not with my back against a wall)
- not download or install new programs, music, graphics or other items onto a device
- only use websites that have been allowed by the school
- use my own username and password to access my computer and my programs
- have permission from my teacher to listen to music online
- only take photos or videos on a device with teacher permission
- ask my teacher for help if there is a problem with a device. (I need a teacher's permission to see our computer technician).
- ask my teacher when I need to print

Caring for Devices

I will care for school devices by:

- carrying the device safely in the classroom (not carry a netbook by the screen)
- carry the device in a case when moving around the school
- packing away and plugging in the device I have used
- using my netbook on a desk or stable surface
- not eating or drinking near devices
- closing the netbook lid carefully and putting devices down gently
- using the keyboard gently and safely
- not leaving any device on the floor

Devices and Equipment

- All technology devices used are owned by Mildura South Primary School.
- All files stored on these devices, or on the school's server, are not private.
- All settings are set by Mildura South Primary School and must not be changed in any way.
(For example: backgrounds, icons, screen settings, mouse settings)
- If a device is damaged and the damage is not covered by warranty or the school's insurance, I may need to pay the costs of repairing the damage or the costs of replacing the device.

Acknowledgment

- This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):
 - school owned IT devices (e.g. desktops, laptops, printers, scanners, iPads, robotic devices)
 - email and instant messaging
 - internet, intranet
 - social networking sites (e.g. Facebook)
 - video and photo sharing websites (e.g. YouTube, Vimeo)
 - blogs or micro-blogs (e.g. Twitter, Kidblog)
 - forums, discussion boards and groups (e.g. Google groups)
 - wikis (e.g. Wikipedia)
 - podcasts
 - video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities.

Signature

I understand that any devices I use may be regularly checked for my safety.

I understand that files stored on devices at school are not private.

This agreement has been shared and discussed in my classroom with my teacher.

I have shared and discussed this agreement with my parents/carers.

I will be a safe, responsible user of digital technologies. I will care for all school devices I use.

Parents/Carers

I have read the acceptable use agreement with my child. I understand that my child needs to comply with the terms of acceptable use as set out within this Agreement.

I understand that there are actions and consequences established within the school's Code of Conduct and Code of Behaviour if my child does not behave appropriately.

Student name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Teacher Name: _____

Teacher Signature: _____