Digital Technology Terms of Use (Years 2-6) eSmart

This Digital Technology Terms of Use applies to students at school, during school excursions, camps and extra-curricula activities.

When I use digital technology I have responsibilities and rules to follow. I agree to:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password (eg. logging off the computer after use)
- be respectful in how I talk to and work with others online and by email and never write or participate in online bullying
- not change the work or data of another student
- take care of equipment (eg. not eating in the lab, packing up headphones and plugging in the laptops)
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not go searching for rude or offensive sites or images
- use the internet and technology at school for learning
- remember that the content on the web is someone’s property and ask my teacher 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 confused about what I should be doing on the Internet
  - I come across sites which are not suitable for our school
  - 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 wellbeing of other students at the school is being threatened by online activities

If I need to bring my mobile digital device (eg. phone/ipod/camera) to school I agree to:

- ask my parents/carers for permission to bring the phone or device to school
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- hand in my phone or device to my class teacher or the office each morning and collect it at the end of the day
- not use the phone or device for taking photos, recording sound or videoing
- not use the phone or device to access the internet

I acknowledge and agree to follow these rules. I understand that I will need to enter into a restorative agreement that means I may not be able to use technology if I do not act responsibly.

Please return to the classroom teacher

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Student Name: ____________________________ Grade: ______________

Student Signature: ____________________________ Date: ____________

Parent/Guardian Agreement

I agree to ____________________________ using digital technology at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision, the school internet service is age appropriately filtered and that steps have been taken to minimize the risk of exposure to unsuitable material.

Parent/Guardian Name: ____________________________ Date: ____________