

Miandetta Primary School

Digital Technologies Acceptable Use Agreement 2022



Digital Technologies include the use of: computers, laptops, iPads, printers, the school network, the internet, email, digital/video cameras, scanners, web cams and interactive white boards. At Miandetta Primary School Digital Technologies are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and for learning basic skills.

The rules we follow at Miandetta Primary School when using Digital Technologies are:

1. I will take care of the school's technology, immediately notifying about any breakages or problems. I will log off, start and shut-down all ICT devices correctly.
2. I will not use the school's digital equipment for anything which is against the law, or which would inconvenience other people; for example
 - Printing more copies than I need, Social media, Changing the setting on computers
3. I will keep my password/s to myself, and not ask others for their password.
4. I will only work on my own document and store it in my folder/file or on my own removable storage media; such as USB drives. I will check with the supervising staff member before using a USB on a school device and before downloading files to avoid viruses
5. I will only access web sites that are relevant to the information I need. If I see or hear anything on a web site that I know is inappropriate, I will click the Home button and tell the supervising staff member immediately.
6. When I use email, forum boards or supervised chat rooms, the messages I send will be respectful. If I receive any messages are threatening, abusive or inappropriate, I will tell the supervising staff member immediately.
7. I will not give out any personal information about myself or others. This information includes my name, address, phone number, parent's names etc...
8. I know that the school may check my computer files and may monitor the Internet sites I visit and the emails I send.
9. I will not copy other people's work into my work, and call it my own. This includes pictures and information I find on the Internet.
10. I will not participate in online bullying (e.g. forwarding or sending messages and encouraging harmful, inappropriate and hurtful online behaviours), in or out of school hours.
11. I will seek permission before taking and posting photos.
12. I am aware that my child is accessing social media even though they are under the age limit and I agree to monitor it.
13. I will hand in my mobile device at the beginning of the day. I will not use my apple watch, or similar, to contact people throughout the school day.

Students in Grade 3 and above are required to sign this agreement.

As a responsible Digital Technology user at Miandetta Primary School, I will follow the above rules.

If I break any of these rules, then I will be unable to use the digital equipment at school. I will need to re-negotiate how I use the technology at school.

Student's Signature: Class:

Student's Name: Date:

Parent's Signature:

Teacher's Signature:

Miandetta Primary School

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