



Digital Technologies User Agreement

RATIONALE

St Mary of the Cross MacKillop Catholic Parish Primary School acknowledges that Digital Technologies require safe, respectful and responsible use. This agreement is to provide information on the expectation and responsibility of users and the procedures that need to be followed to ensure safe, effective and secure use of Digital Technologies.

IMPLEMENTATION

The following guidelines in the Digital Technologies User Agreement will be discussed with students before signing so that students have a clear understanding of their responsibilities. This will be reviewed as a homegroup at least once a term.

The guidelines on the following pages are divided into four categories: *Monitoring, Security, Privacy and Equipment.*

Note: Students and parents/guardians must sign the agreement annually before they have any form of access to digital technologies.

A breach or breaches of any of the guidelines may lead to the loss of access to Digital Technologies resources. This loss of privileges may range from a ban of one week to a total loss of access for serious breaches for continual offenders.

To the parent/caregiver/legal guardian, please:

1. Read these pages carefully to check that you understand your responsibilities under this agreement.
2. Discuss this agreement with your child.
3. Sign the appropriate section of this agreement and return to your child's teacher. This will be kept in your child's file.
4. Keep a copy of the policy for future reference.

To the student and parent/guardian: Please read and tick the following agreement

CODE OF BEHAVIOUR

Name: _____

Date: _____

As a safe and responsible user of Digital Technologies **I will** keep myself and other people safe by following these agreements and understandings:

- I agree to safely use Digital Technologies equipment after my parents have signed my user agreement form (see last page) and the completed form has been returned to school.
- I will use my GAFE account as directed by my teacher.
- I will use third party Apps and Extensions as approved by my teacher with my GAFE account e.g. Speak It.



- I agree to only use the school Digital Technologies equipment for school related matters.
- I agree to only log on with my username.
- I understand that I need to alert an adult if I feel unsafe or unsure about anything I see or hear online.
- I understand that I can only use devices and access the Internet at school when a teacher gives permission and when an adult is present.
- I understand that I must not use Digital Technology devices and the Internet to be mean, rude, offensive, to bully or harass, even if it is meant as a 'joke'.
- I understand that the school's Code of Behaviour applies to any Digital Device brought to school. For example, a mobile phone, smart watch etc.
- I understand that if I bring a mobile phone to school, it must remain in my bag or be given to my homegroup teacher for safe keeping.
- I understand that my mobile phone and/or smart watch must not be used during school hours.
- I will use my school email account to comment on the school blogs or as directed by my teacher.
- I will respect all school Digital Technologies and I will treat equipment with care.

This includes:

- Closing lids slowly
 - Carrying the equipment with two hands when walking
 - Handling all Digital Technology with care and report any problems, vandalism, damage or loss of the device to homegroup teacher
 - Remaining seated once my device is switched on
 - Logging off when finished with the device
 - Choosing an appropriate learning space to use technology
 - Ensure my device is charged and ready for learning
- I understand that it is **not** recommended to own social media accounts (YouTube, Instagram, Facebook, Snapchat etc) when aged 13 and under.

While using Digital Technologies, **I will not:**

- Attempt to search for anything online including information and images that I know are inappropriate.
- Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
- Allow anyone else to use my username.



- Share my password.
- Use inappropriate language or make defamatory statements about others online in or out of the school hours.
- Share inappropriate content with others.
- Download or copy any files such as music, videos, photos, games or programs without the permission of a teacher or parent. This is to ensure we are following copyright laws.
- Connect any device (such as a USB drive, camera or phone) to school Digital Technologies or run any software, without a teacher's permission. This includes all wireless technologies.
- Plagiarise from any works or documents that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Give out private information about myself, school staff, school or other students or their families online.

Private Information includes:

- Name
- Address
- Email address
- Phone numbers
- Photos
- Video
- Account information

Compliance

It is expected that our students will enter into the spirit of this agreement in line with the values of SMCM. It is not expected that there will be serious breaches by the students. However, in the event of any that arise, the following actions will be put into place:

- Breaches of the acceptable user agreement in any form will incur the removal of the device for a period of up to one week along with formal communication with parents.
- Subsequent breaches will be considered more serious and therefore incur more serious consequences. These will include removal of the device for a period up to 2 weeks and further communication with parents to guarantee and enforce stricter monitoring and follow up at school and home.
- During any time of suspension, students will be expected to complete all set tasks with pen and paper.

STUDENTS AND PARENTS/GUARDIANS

- I have read and I agree with the above expectations.



- I understand that if I break these agreements and understandings, the school will take action which may include: informing my parents, removing privileges and taking disciplinary actions.

- I understand that this User Agreement also applies to during school excursions, camps and extracurricular activities.

Student Signature: _____

Date: _____

Parent/Guardian Signature/s: _____

Date: _____