



Carlton Gardens Primary School

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Digital Technology Acceptable Use Agreement.

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as ABCkids or Club Penguin.

Carlton Gardens Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

Students at Carlton Gardens Primary School constantly use digital technology in all areas of the curriculum therefore we believe that it is essential that all students are aware of the responsibilities of learning in an online environment.

At Carlton Gardens Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child

To ensure that all students follow these guidelines we ask that you and your child sign this agreement and return it to school.

Digital Technology Acceptable Use Agreement.

Students Name: _____

Teachers Name: _____

When I use digital technologies I:

communicate respectfully by thinking and checking that what I write or post is polite and respectful.

This means:

- never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).

protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- protecting my friends' information in the same way
- protecting my password and not sharing it with others
- only joining a space online with my parent or teacher's guidance and permission
- never answering questions online that ask for my personal information.
- Never posting photos without teacher permission

look after myself and others by thinking about what I share online.

This means:

- never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking to a trusted adult if I see something that I know is wrong or makes me feel upset or if I need help
- speaking to a trusted adult if someone is unkind to me
- speaking to a trusted adult if I know someone else is upset or scared or if I have seen someone else do so
- stopping to think about what I post or share online
- using spaces or sites that are right for my age
- not deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and telling a trusted adult

- not playing games unless I have permission

look after the equipment that I use.

This means:

- never running when carrying equipment
- never eating or drinking near equipment
- ensuring equipment is returned and put away after I have used it.
- never leaving equipment on the ground
- never fighting or playing near the equipment.
- never using someone else's device

I _____, will follow the above guidelines when using digital technologies at school. I understand that if I fail to follow these guidelines I may have my digital technology privileges taken away.

Signed: _____
(Student)

I have spoken to my child about the need to follow the above guidelines.

Signed: _____
(Parent)