ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

At Seaford Park Primary School, our learners are at the centre of our actions, decisions and interactions. We celebrate diversity and embrace the social nature of learning within a culture of high expectations.

When I use digital technologies, I demonstrate our school value of the *social nature of learning* in the following ways.

I communicate respectfully by:

- Always thinking and checking that what I write or post is polite and respectful.
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel.
- Not sending mean or bullying messages or forwarding them to other people.
- Creating and presenting my own work and, if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

I protect personal information by:

- Being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.
- Protecting my friends' information.
- Protecting my passwords and not sharing them with anybody except my parent/guardian.
- Only ever joining spaces with my parents' or teachers' guidance and permission.
- Never answering questions online that ask for my personal information.
- Knowing not to post three or more pieces of identifiable information about myself.

I respect myself and others by:

- Thinking about what I share or post online.
- Not sharing or posting the link (or password) to video conferencing meetings with others offline in public communications or online on public websites or social media forums.
- Using spaces or sites that are appropriate and, if I am unsure, asking a trusted adult for help.
- Protecting 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 makes me feel upset or if I need help.
- Speaking to a trusted adult if someone is unkind to me or if I know somebody else is upset or scared.
- Not deliberately searching for something rude or violent.
- Turning off or closing the screen if I see something I don't like and telling a trusted adult.
- Being careful with the equipment I use.

At school, we have discussed ways to be safe, responsible and ethical users of digital technologies. My ideas on safe and responsible behaviour include:

When I use digital technologies, I communicate respectfully by:
When I use digital technologies, I protect personal information by:
When I use digital technologies, I respect myself and others by:

STUDENT AGREEMENT

_____

(principal or teacher)

acknowledges the commitment of

_____

(student)

to being a polite, safe, responsible and ethical user of digital technologies.

As a student, I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's Name:	Student's Signature:	Date:
Teacher's Name:	Teacher's Signature:	Date: