

## MERRI-BEK PRIMARY SCHOOL – NO 2837

### Acceptable Digital Technologies Use Agreement: Students and Parents/Guardian 2023

#### Students Grade 3-6:

#### ***Part A: The agreement to be read, ticked off and signed by the student.***

##### **I will keep myself safe.**

- I will not share my password with anyone, other than my parents/guardians. I will make sure my parents/guardians can access my computer and share my work with them when they ask.
- I will not give out any personal information, including my birthday, last name, address, school, picture or phone number to any online platforms.
- I will not upload or download photos or videos or fill out surveys without my parents' or teachers' permission.
- I will tell my parents/guardians or an adult I trust if anything happens online that makes me feel upset, sad or not safe.

##### **I will be a responsible technology user:**

- I will use my laptop/iPad at school for learning purposes only and NOT to be used during inclement weather or Out of School Hours care.
- I will always think and check what I write or post is respectful and polite.
- I understand that whatever I upload and post leaves a digital footprint.
- I will not bully anyone using technology, (laptop/ipad/mobile phone), pass on mean messages or leave them out on purpose.
- I will not send or pass on pictures and videos. I will not spread gossip, set up fake profiles or say cruel things about people.
- I will not copy someone else's work or ideas from the internet and present them as my own. (I will include any website links in my work.)
- I agree to tell my parents/guardians and teachers if I see something that is inappropriate or misuse of technology at school.

##### **I will think first:**

- I will use spaces or sites that are appropriate for my age and if I'm not sure, I will ask a trusted adult what is appropriate.
- If my family has rules about ratings, I will follow them. (This relates to movies, TV, video games, websites and music.)
- I know that not everything I read, hear or see online is true.

##### **I will keep a healthy balance:**

- I will help my parents/guardians set time limits that make sense, and then I will follow them.
- I will recognize that my safety is more important to them than anything else.
- I understand that screen time should be balanced with other activities such as physical activity and playing outside.

##### **Looking after my Laptop:**

- I will not eat or drink when using my laptop.
- I will not pick my laptop up by the screen/lid. I will have my laptop closed when moving around with it.
- I will not leave my laptop on the floor.
- I will bring my laptop to school fully charged/make sure my school laptop is charged overnight.
- I will ensure I move safely to and from school with my laptop if I take it home.

Student Name:.....

Class: .....

Student Signature:.....

Date: .....

## MERRI-BEK PRIMARY SCHOOL – NO 2837

### Acceptable Digital Technologies Use Agreement: Students and Parents/Guardian 2023

#### Parent/Guardian Agreement: Please tick **EVERY BOX** before signing.

I agree to:

- My child using the Internet at school for educational purposes only. Electronic devices are NOT to be used during inclement weather (wet day and hot day timetable).
- The school signing my child up to educational accounts, websites and apps and teaching my child how to login to google classroom e.g. school email, Google Drive and other similar age appropriate collaborative spaces.
- I have read and agree to the above Student Digital Technologies Agreement.
- Contact the school if there is anything here that I do not understand. If there is a situation, which concerns me, I will contact either the school Principal or my child's classroom teacher.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don't hesitate to contact Maria Giordano (Principal), Hana Dennaoui Orrico (Assistant Principal) or your child's class teacher on (03) 9386 2510

Parent/Guardian Name: .....

Parent/ Guardian Signature:.....

Date:.....

## MERRI-BEK PRIMARY SCHOOL – NO 2837

### Acceptable Digital Technologies Use Agreement: Students and Parents/Guardian 2023

#### **Part C - Advice for Families-** Please keep this as a resource to use at home

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which are now present online. These are not “Virtual” Issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their “space” if they are using a site which allows them to chat, publish photos, play games etc
- always get them to set the space to “Private” if they use a social networking site like Myspace, Bebo, Pixa etc – They are then in control of who contacts them and who accesses their information. They can block out anyone at anytime.
- have the computer with Internet access in a shared place in the house – **not your child’s bedroom**
- negotiate appropriate times for you child’s online activities and use of mobile phones.
- ask questions when your child shows you what they are doing
  - how does it work and how do you set it up? Can you block out people?
  - who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
  - why is this so enjoyable – what makes it fun?
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

- they might get the blame for any incident
- they don’t think adults “get” their online stuff – it is for students only
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access. (Even to protect them)