



## **STUDENT ACCEPTABLE USE AGREEMENT**

*{To be Signed and returned by Student & Parent }*

### **SCHOOL POLICY**

Digital technologies have become integral to the lives of children and young people, both within and outside the school. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**This Acceptable Use Policy is intended to ensure:**

- ❖ that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- ❖ that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

### **STUDENT ACCEPTABLE USE AGREEMENT**

#### **(ACCORDING TO AGE GROUP)**

#### **Grade 1 & 2**

- ❖ I only use the devices I'm ALLOWED to use
- ❖ I CHECK before I use new sites, games or apps
- ❖ I ASK for help if I'm stuck
- ❖ I THINK before I click
- ❖ I KNOW people online aren't always who they say
- ❖ I don't keep SECRETS just because someone asks me to
- ❖ I don't change CLOTHES in front of a camera
- ❖ I am RESPONSIBLE so never share private information
- ❖ I am KIND and polite to everyone
- ❖ I TELL a trusted adult if I'm worried, scared or just not sure

#### **Grade 3 to 5**

- ❖ I will use the Internet to help me learn
- ❖ I will learn how to use the internet safely and responsibly
- ❖ I will send emails and messages that are polite
- ❖ I will ask approval from the teacher before I email, chat to, or video-conference anyone
- ❖ I will never give out passwords or personal information (like Name, Address or phone number)
- ❖ I will never post photographs or video clips without a teacher's permission and never include names with photographs
- ❖ I will never take images without permission or use images to cause upset or to bully
- ❖ If I see anything on the internet or in an email or other electronic message that makes me uncomfortable or appears unpleasant, I will inform the teacher.
- ❖ If I receive a message sent by someone I do not know, I will inform the



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teacher/parent

- ❖ We aim to look after each other by using our safe internet in a responsible way

### **Grade 6 to 12**

- ❖ I understand that responsible behaviour online is expected, in and out of School. Serious sanctions will follow any attempt to humiliate, ridicule or intimidate others online.
- ❖ I will ask permission from a teacher before using ICT equipment/The Internet and will use only my own login and password.
- ❖ To protect myself and other students, if I see anything I am unhappy with or receive messages I do not like, I will immediately minimize the page or turn the monitor off and tell a teacher or adult.
- ❖ I will not access other people's files or send pictures of anyone without their permission.
- ❖ I will not bring CDs or memory sticks into school unless I have permission and they have been checked to ensure that they are virus free.
- ❖ I will only e-mail people I know, or that my parent/teacher has approved and the messages I send will be polite and sensible.
- ❖ I will not give my home address or phone number, or arrange to meet someone I have met online.
- ❖ When I am using the internet to find information, I will check that the information is accurate as I understand that the work of others may not be truthful.
- ❖ Where work is protected by copyright, I will not try to download copies (including music and videos).
- ❖ I will not use my mobile phone in school for any reason. If I do bring my phone to school with me I will follow the school's Mobile Phone Policy.
- ❖ No image (still or moving) or audio recording taken in School or from any School activity must be posted on the internet without written permission from a member of staff.
- ❖ If I am involved in incidents of inappropriate behaviour that involve members of the school community (e.g. cyber-bullying, using images/information without permission), the school will take action according the Behaviour Policy.

### **ACCEPTABLE USE POLICY PARENT / GUARDIAN**

- ❖ As the parent / guardian of the student I know that my child has signed this Acceptable Use Agreement and has received, or will receive, e-Safety education to help them understand the importance of safe use of digital technology– both in and out of school.
- ❖ I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution, including monitoring and filtering



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systems, to ensure that young people will be safe when they use the internet and ICT systems

- ❖ I understand that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

**DIGITAL IMAGES, WEBSITE AND SOCIAL MEDIA AGREEMENT:**

- ❖ **Mobile Phone Usage inside the School** : While we would prefer parents not to use their mobile phones while on school premises, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We, therefore, ask that **parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment (Refer Mobile Phone Usage Policy)**
- ❖ **I will not take and then share photos and/ or videos of children at school events without permission from the school. (Refer Image/Video Consent Form )**
- ❖ All members of School community including Students & Parents should take **responsibility for their online presence (in Social Media)**, respecting the opinions and privacy of others and modelling good behaviour to our children. **(Refer Social Media Usage Policy)**
- ❖ **We need your permission before we can photograph or make recordings** of your daughter / son. Please contact the school office if you DO NOT AGREE to give us permission to use your child's photos on the school's website and social media sites. **(Refer Data Protection & Privacy Policy)**

*Intentional misuse of the Internet & School Devices will result in disciplinary action including written warnings, withdrawal of access privileges, and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.*

***I have read and understood these rules and agree to follow them.***

STUDENT NAME :

GRADE & DIVISION :

PARENT/GUARDIAN NAME :

**(Date & Sign By Student )**

**(Date & Sign by Parent )**

***Verified by Supervisor***

***(Name, Date & Sign )***