



## Acceptable Use of Digital Technology and Online Services

### Student Contract

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Digital Technology and Online Services at Killarney Heights Public School (**KHPS**) are whole school resources for the use of **all** students and staff. Additionally this contract extends to students' use of personal digital devices. Digital technology and online services covers many digital 'hardware' and 'software' resources including computers, cameras, laptops, tablets, smartwatches, mobile phones, email, blogs, online collaborative tools and spaces, interactive whiteboards and the Internet. This contract should be understood and signed by all students at KHPS to ensure that valuable digital technologies and online services are used with **Respect and Responsibility**, and for **Success**.

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#### RESPECT

I will act **respectfully** by:

- ✓ Using only my own personal account with my unique user name and password.
  - ✓ Accessing another's file or folder in the presence of that person and with permission.
  - ✓ Communicating online with teacher permission (e.g. email, Blogs etc.)
  - ✓ Using appropriate and polite language when using the Internet (e.g. email, Blogs etc.)
  - ✓ Remembering that once I have posted something online, I can never take it back.
  - ✓ Not using computer technology or the Internet to find, read, write or send anything rude, mean, scary or unkind. This includes never engaging in cyber bullying.
  - ✓ Only using photos of others with their permission and with respect, and only using their first names when publishing.
  - ✓ Being a good sport when playing computer games.
  - ✓ Logging off the computer when I am finished working, keeping it free for others.
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#### RESPONSIBILITY

I will act **responsibly** by:

- ✓ Not using digital devices during class time, recess and lunch, unless for educational purposes, at the direction of a teacher.
- ✓ Agreeing with parents or teachers when I can go online, how often and for how long.
- ✓ Keeping passwords secure and not sharing passwords with others.
- ✓ Reporting any rude, mean, scary or unkind material to the teacher, and quitting any sites that I know shouldn't be visited by a school student.

- ✓ Always keeping my name, photo, address or phone number private when on-line.
- ✓ Keeping myself and others safe by not publishing full names, photos, email addresses, phone numbers, parents' names or the name or location of my school on the Internet.
- ✓ Not downloading software or files from the Internet without permission.
- ✓ Printing one copy of my work with teacher permission and checking for paper wastage.
- ✓ Not changing any of the computer settings.

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## SUCCESS

I will act **successfully** by:

- ✓ Using Internet, blogging and email accounts for educational, research and learning purposes only.
- ✓ Abiding by copyright rules, acknowledging that work copied from the Internet is not my own work and providing references for my sources when asked by a teacher.
- ✓ Enjoying learning using digital devices and online services without forgetting to get moving and play outside, be a good sport and have fun with friends 😊

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## Student Use Agreement

- ✓ I agree to be a **Responsible, Respectful** and **Successful digital citizen**.
- ✓ I understand that using digital technology and online services at school is a privilege and not a right.
- ✓ I understand that by not complying with these rules, I will lose access to digital technology and online services.

Student name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_

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## Parent Agreement

I have read the **Acceptable Use of Information and Communications Technology: Student Contract** and give permission for my child to use digital technology and online services at school under the conditions above.

I hereby give permission for my child \_\_\_\_\_ to use digital technology and online services at Killarney Heights Public School. I understand that any technologies that extend from school into the home (e.g. Google Classroom) will be checked by the teacher and will not be made 'public'. I understand that consequences within our PBEL (Positive Behaviour Engaging Learners) policy apply to digital technology use and that access to digital technology and online services may be suspended if students do not behave as **Responsible, Respectful** and **Successful digital citizens**.

Parent/Caregiver: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_