

# Digital Technologies Acceptable Use Agreement 2022

I understand that when my teacher says **Digital Technologies** they mean things such as:



Chromebooks  
/Laptops



Computers



Smart  
Watches



iPads



Smartphones



The Internet



Websites



Apps



Programs



Digital  
Photography



Game  
Consoles



Gadgets

## Digital Technologies Expectations

**SAFETY**

**RESPECT**

**RESPONSIBILITY**

When I use Digital Technologies at St Andrew's, I behave **SAFELY** by:

- never sharing online my full name, photos of myself, birthdate, school name, home address, phone number or other personal information and that of anyone else
- protecting my passwords and not sharing them with anyone
- only joining online spaces with my parent/guardian's or my teacher's guidance and permission and not "signing up" for subscriptions or competitions
- never answering questions online that ask for my personal information and that of anyone else.
- using online spaces that are appropriate for my age, and asking a trusted adult if I'm not sure
- speaking to a trusted adult if I see or hear something online that makes me or my friends feel upset, scared or uncomfortable or if someone is unkind or rude to me or my friends online
- not using my school email account to sign up for competitions or for personal reasons

**When I use Digital Technologies at St Andrew's, I behave **RESPECTFULLY** by:**

- making sure that what I write or post online is polite, kind, and uses appropriate language
- thinking about how the things I do or say online might make others feel
- not sending mean or bullying messages, or forwarding any I receive to other people
- creating and presenting my own work, and not using work other people have created without acknowledging them
- letting others know and ask permission from my teacher before making a recording.

**When I use Digital Technologies at St Andrew's, I behave **RESPONSIBLY** by:**

- stopping to think before posting or sharing anything online
- only using my school's Digital Technologies equipment in ways that are relevant to my learning, as directed by my teachers
- only searching for online content that is relevant to my learning, as directed by my teachers
- only using my school-provided email account when at school, and only using it in relation to my learning
- not emailing my classmates unless specifically directed by their teacher for the purpose of a particular lesson
- always using all Digital Technologies equipment with care
- reporting immediately to my teacher any damage to Digital Technologies equipment
- leaving my Smart Watch at home
- handing my mobile phone to my teacher at the beginning of each day and not switching it on until I have left school at the end of the day.

**I agree to follow these expectations all of the time!**



**I understand that if I do not follow these expectations, there will be a consequence related to my Digital Technologies user privileges**



**Student name:** .....

**Student signature:** .....

**Parent/guardian signature:** .....

**Date:** .....

**PLEASE SIGN AND RETURN TO SCHOOL**

