



St Andrew's School Werribee Digital Technologies Acceptable Use Agreement Acknowledgement and Signature

<p>Digital Technologies Acceptable Use Agreement Senior School (Years 3 - 6)</p> <p>I understand that when my teacher says Digital Technologies they are talking about:</p> <p>Digital Technology is...</p> <p>Safe</p> <p>When I use Digital Technologies at St Andrew's, I behave SAFELY by:</p> <ul style="list-style-type: none"> Never share personal information like full name, photos, birthdate, school name, address, or phone number online, for yourself or others. Protecting your passwords and never share them with anyone. Only joining age appropriate online spaces with guidance and permission from a parent/guardian or teacher; avoid signing up for subscriptions or competitions independently. Avoiding answering online questions that request personal information for yourself or others. Speaking to a trusted adult if anything online makes you or your friends feel upset, scared, uncomfortable, or if someone is unkind or rude. <p>Respectful</p> <p>When I use Digital Technologies at St Andrew's, I behave RESPECTFULLY by:</p> <ul style="list-style-type: none"> Writing and post online content that is polite, kind, and uses appropriate language. Considering how your actions and words online may impact the feelings of others. Refraining from sending mean or bullying messages and avoid forwarding such messages to others. Giving credit to creators by acknowledging their work if you use it, and present your own original work. Obtaining permission from your teacher before making any recordings. <p>Responsible</p> <p>When I use Digital Technologies at St Andrew's, I behave RESPONSIBLY by:</p> <ul style="list-style-type: none"> Using school digital equipment only as directed for learning purposes. Using the school provided email account only at school and for educational purposes. Avoiding emailing classmates unless directed by a teacher for a specific lesson. Handling all equipment with care and immediately report any damage to the teacher. Leaving smart watches at home. Handing in mobile phone to the teacher at the start of the day and collecting it at the end of the day-turned off when on school grounds. Taking responsibility for any equipment that I damage. 	<p>Digital Technologies Acceptable Use Agreement Junior School (Years Foundation - 2)</p> <p>I understand that when my teacher says Digital Technologies they are talking about:</p> <p>Digital Technology is...</p> <p>Safe</p> <p>Protect passwords and personal information</p> <p>Ask the teacher if I need help</p> <p>Tell the teacher if I'm worried about anything</p> <p>Respectful</p> <p>Be kind and respect other people's feelings</p> <p>Use appropriate language and give positive feedback</p> <p>Responsible</p> <p>Do what the teacher expects me to do</p> <p>Take good care of Digital Technologies equipment</p>
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The St Andrew's School Werribee Digital Technologies Acceptable Use Agreement incorporates the use of all digital devices (e.g. Desktop computers, laptops, tablets, printers, electronic equipment etc.)

The school provides access and the use of these technologies with the expectation that students will make safe, responsible and respectful decisions with regard to using it.

This St Andrew's School Werribee Digital Technologies Acceptable Use Agreement must be agreed to and signed before students are permitted to use any school device. Students and parents/caregivers must carefully read this Agreement prior to signing it.

This Agreement applies to the duration of your enrolment at St Andrew's School Werribee or until an updated Agreement is released.

The St Andrew's School Werribee Digital Technologies Acceptable Use Agreement

- i. We have read the St Andrew's School Werribee Digital Technologies Acceptable Use Agreement
- ii. We understand our responsibilities regarding the use of all technologies and the Internet.
- iii. In signing below, we understand and agree to the The St Andrew's School Werribee Digital Technologies Acceptable Use Agreement.
- iv. We understand that failure to comply with the The St Andrew's School Werribee Digital Technologies Acceptable Use Agreement will invoke the school's standard behaviour procedures and/or the actions

Name of student: Year

Signature of student: Date: / /

Name of parent/caregiver:

Signature of parent/caregiver: Date: / /

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL

Digital Technologies Acceptable Use Agreement

Senior School (Years 3 – 6)



I understand that when my teacher says Digital Technologies they are talking about:

Digital Technology is...



Safe

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

- Never share personal information like full name, photos, birthdate, school name, address, or phone number online, for yourself or others.
- Protecting your passwords and never share them with anyone.
- Only joining age appropriate online spaces with guidance and permission from a parent/guardian or teacher; avoid signing up for subscriptions or competitions independently.
- Avoiding answering online questions that request personal information for yourself or others.
- Speaking to a trusted adult if anything online makes you or your friends feel upset, scared, uncomfortable, or if someone is unkind or rude.

Respectful

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

- Writing and post online content that is polite, kind, and uses appropriate language.
- Considering how your actions and words online may impact the feelings of others.
- Refraining from sending mean or bullying messages and avoid forwarding such messages to others.
- Giving credit to creators by acknowledging their work if you use it, and present your own original work.
- Obtaining permission from your teacher before making any recordings.

Responsible

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

- Using school digital equipment only as directed for learning purposes.
- Using the school-provided email account only at school and for educational purposes.
- Avoiding emailing classmates unless directed by a teacher for a specific lesson.
- Handling all equipment with care and immediately report any damage to the teacher.
- Leaving smart watches at home.
- Handing in mobile phone to the teacher at the start of the day and collecting it at the end of the day-turned off when on school grounds.
- Taking responsibility for any equipment that I damage.



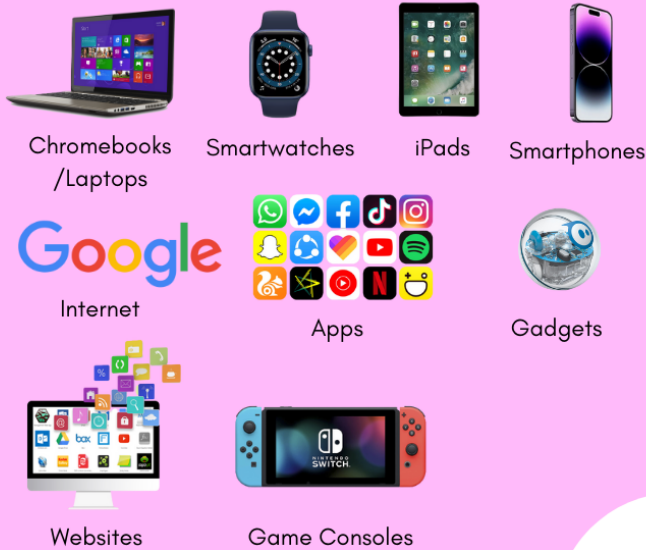
Digital Technologies Acceptable Use Agreement

Junior School (Years Foundation – 2)



I understand that when my teacher says Digital Technologies they are talking about:

Digital Technology is...



Safe

Protect passwords and personal information



Ask the teacher if I need help



Tell the teacher if I'm worried about anything



Respectful

Be kind and respect other people's feelings



Use appropriate language and give positive feedback



Responsible

Do what the teacher expects me to do



Take good care of Digital Technologies equipment

