



## **2025 ACCEPTABLE USE OF DIGITAL TECHNOLOGY AGREEMENT**

### **ALL YEAR LEVELS - USE OF ALL DIGITAL DEVICES (PERSONAL OR SCHOOL PROVIDED)**

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher or a trusted adult if I feel uncomfortable or unsafe online.
- Talking to a teacher or trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- Handling ICT devices with care and notifying a teacher of any damage or issues.
- Not downloading unauthorised programs/apps, including games.
- Keeping the sound on mute at all times unless permission is obtained from the teacher for instructional purposes or if headphones are being used.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student. Attempting to gain or use another user's ID, password or personal information will result in immediate suspension of privileges.
- I will only use a device for learning purposes as instructed by the teacher.
- I understand that using the camera, video or audio during school hours is strictly prohibited, unless permission is obtained from the teacher for learning purposes.
- I must always have permission from any person that I am taking a video or picture of.
- I will not upload pictures or videos to any social media site such as Facebook, Instagram or Snapchat.
- I will handle the device carefully and respectfully. I will keep food and drinks away from the device. I will not run with the device.
- I will not use an iPad during recess or lunch. I will make sure it is locked inside the classroom.
- I will return the iPad to the Smartbox to be charged at the end of the day (if it is a school iPad).

### **YEARS 5-6 BRING YOUR OWN IPAD (BYOD) PROGRAM DEVICES**

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.
- I will keep the iPad closed in class until the teacher instructs me to use it.
- I will carry the iPad in an appropriate protective case at all times.
- I will make sure that the iPad is charged every night at home and brought to school and taken home every day.
- Parents will be informed of any inappropriate use and the privilege of the iPad will be removed for a period of time.
- Support will be provided for connecting the device to the school internet.
- Any damage (accidental or otherwise), technical issues (crashes, software errors) or loss/theft of any device will not be covered by Somerville Primary School or the Department of Education's insurance.
- Where it is determined that the damage to a device was caused by another student whilst on the school property, the cost of repair/ replacement will be sought from that student in accordance with school rules.

### **ALL YEAR LEVELS - FURTHER TERMS AND CONDITIONS**

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- School owned ICT devices (e.g desktops, iPads, laptops, printers, scanners and photocopiers).
- Student owned devices.
- G Suite.
- Email and instant messaging.
- Internet.
- Social media (e.g Facebook, Instagram, Twitter, YouTube, Snapchat, TikTok).
- Forums, discussion boards and groups (e.g Google groups, Padlet).
- Podcasts.
- Video conferences and web conferences.



This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps, extra-curricular activities, and at home.

I will immediately tell a teacher if there is a problem with the device or I feel I have been a victim of Cyberbullying. I will take a screenshot to keep any evidence.

**If I breach any part of this agreement I will have my iPad confiscated for a period of time. The 1st breach will be a 1 week technology ban, the 2nd a month technology ban and the 3rd will result in an indefinite technology ban. If the result of the breach is severe enough consequences will go straight to the indefinite technology ban. Parents/Carers will be informed of all breaches.**

**NOTE: Theft or behaviour that vilifies, defames, degrades or humiliates another person will automatically go to the top tier.**

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. On signing this agreement parents/carers acknowledge that they have discussed the Acceptable Use of Digital Technology Agreement with their student and parent/carers sign on behalf of their student.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_