

Scarborough Primary School

Student Digital Device Agreement (Years 4-6)



Dear Parents

It is important that all students at our school have a clear understanding of appropriate use of digital devices and the Internet.

As such, classroom teachers have explained the types of behaviour that are expected when using any digital devices at school. As well as explaining these guidelines to students a 'Digital Device Use Agreement' is listed below.

Please sit with your child(ren) and read through each dot point and sign the agreement in the spaces provided.

This is an important step to ensuring all students at our school use our ICT resources safely and responsibly.

Thank you in anticipation of your support.

Digital Device Use Agreement (Year 4-6)

If you use digital devices owned or leased by the Department of Education you must agree to the following rules:

- I will use the school devices only with the permission of a teacher.
- I will follow all instructions from teachers when using school devices.
- I will not let anybody else know my passwords.
- I will not log on using anybody else's user name or password.
- I know that I am responsible for anything that happens when I log on to devices.
- I will tell my teacher if I think someone is using my log on details.
- I know that the school and the Department of Education will log anything I do on the device.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the devices, systems or networks of the school, the Department of Education or any other organisation.
- I will not alter any device settings (including screen savers, background images, etc)
- I will only use the Internet under the instruction of the classroom teacher.
- I will not access violent or other inappropriate games or sites.

I understand that

- I will be held responsible for my actions while using devices and for any breaches caused by allowing any other person to use my details;
- the misuse of devices may result in the withdrawal of access to services and other consequences as deemed appropriate by the school's administration team.

I agree to abide by the digital device usage agreement for school students.
I understand that if I am given device access and break any of the rules in the agreement, it may result in disciplinary action, determined by the school Administration team in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student _____ Signature of student _____

Name of parent/ caregiver _____ Signature of parent/caregiver _____

Date _____