

2021 Clearview Primary Digital Contract

(Year 0-2 students)

Dear HB _____ Parents/Caregivers,

Please read the statements and complete this form with your child. They need to check the box next to each statement to indicate understanding and agree to the expectations for using digital devices at Clearview Primary.

Teachers will be spending time in class elaborating on the statements below as they go through a Digital Safety learning programme.

Student Agreement

Caregivers, please read the statements with your child. They need to check the box next to each statement to indicate understanding and agreement.

These are the rules I must follow:

- I cannot use the Internet at school without completing and signing this Agreement. This Agreement is referred to on a regular basis in classrooms.
- I will only use school digital equipment and technologies as tools to support my learning.
- The only time I can use the Internet or other online tools at school is when a teacher/adult is supervising me.
- If I am using digital equipment in the library or any other area of the school, I must inform the supervising teacher/adult what I am doing before I begin.
- At school, if I am sending emails or other digital communication I must get my teacher's approval first. If I am emailing people outside of school, I must copy my teacher into the email. I can only use a school email address to sign into an external website if directed by a teacher.
- I am not allowed to try and look up or search for things on the Internet that I know are not for children. This could include material involving violence, swearing, rudeness, or things that may be against the law. If I accidentally or deliberately come across anything that might not be safe or appropriate I must minimize the page and inform an adult immediately.
- When using the Internet and other communication technologies, I must not do anything that may hurt or offend anyone, even as a joke.
- All my communication must be appropriate and relevant to my learning, using respectful language at all times. This includes any websites I use outside of school time where I am recording information about my learning, other children, any teachers, or the school.
- I am not permitted to post or send photo images/videos of any person on public and/or social networking sites.
- I must follow these rules when I am using, outside the school, any digital technology that belongs to the school. I must follow these rules when I bring any digital equipment or technology into the school.
- As an 'onlooker' I have a responsibility to inform a teacher/adult immediately of inappropriate use of devices.

I agree that I will respect and take care of our digital equipment by:

- Keeping all food and drink away from digital equipment.
- Only using software that has been approved by the teacher following the school's guidelines.
- Not copying any software.
- Following copyright laws.
- Using any passwords or logins provided by the school appropriately, following the User Agreement for that web site or tool (e.g. blogs. Wikispace etc).
- Only printing with the permission of my teacher. I will check the print preview before printing.
- Keeping digital equipment safe when not in use.

I will be considerate of other users by:

- Keeping all my communication with digital tools appropriate and respectful.
- Sharing the use of equipment.
- Not altering the settings on school devices.
- Minimizing the page and telling the nearest adult/teacher if I accidentally come across dangerous, mean, rude or confusing material. I will not show it or pass it on to any other students. I will then immediately quit any software programmes I am using.

I will be responsible and look after myself and others by:

- Not giving anyone on the Internet information about myself or others – this includes addresses, photos, names, phone numbers or banking details.
- Not writing my personal details into any website, email, blog, podcast or other communication technology without permission from my teacher.
- Telling a teacher or adult if I come across any problem or if I am not feeling safe.

Digital Conduct Plan

Below highlights the steps that will be taken by teaching staff if a student misuses a device.



I understand the procedures for a breach in the Digital Conduct regarding the use of any technology at school.

If I break this agreement in any way I may lose the right to use the Internet and digital devices at school.

There will be the following consequences for my actions.

- My parents/caregivers will be told.
- I may lose the right to use school devices and the Internet.
- The school may also take disciplinary action against me.
- I will be charged for breakage and/or repair of equipment, and/or technician time.

Student:

- I understand the agreement

Student Name:

Caregiver:

- I give my permission for my child to be given access at school to devices, the Internet and other communication technologies on the terms outlined in this form. Please write your details below to indicate permission.

Full name of Parent/Caregiver: