



Beechworth Primary School

Be ...

Respectful, Safe, Persistent, Caring ... Always!

Digital Technologies Acceptable Use Agreement

Grade 3 to 6

At Beechworth Primary school, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectations of safe and responsible behaviour of all members of the school community.

It is important that all students and teachers look after our technology at Beechworth Primary School. We use it for learning, teaching, assessment and fun!

At our school we:

- Educate our students to be safe and responsible users of digital technologies
- Provide information about digital access issues such as online privacy, intellectual property and copyright
- Supervise and support students when using digital technologies within the classroom and establish clear expectations and procedures when working with digital devices
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Use online sites and digital tools that supports student learning
- Respond to issues or incidents that have the potential to impact the wellbeing of our students including those reported through online services
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation

My Choices:

- I choose to only look at pictures, videos and websites that are relevant to the task.
- If I see someone who is looking at pictures, videos or websites that are inappropriate or they are bullying someone online; I will report it to a teacher.
- I will use the device only when I am allowed by my teacher.
- When I am on the device I will only use the Apps or Websites my teacher has approved.
- I will walk and carry the device with two hands, with the lid closed when I need to move with it.
- I will not take the cover off the iPad.
- I will return the device to the tub or storage area when I'm not using it.
- I will put the charger in and take it out carefully.
- I will not waste my device learning time.
- I will charge the device if it is below 15% so it is ready for the next student or class to use.
- I will take turns if it needs to be shared.
- I will not have my food or drink while around the device.
- If I notice that the device is broken or something is damaged, I will tell the teacher straight away.
- I must use my own "username" when accessing internet sign-in programs.
- I will only save appropriate files for my schoolwork.
- I will only download items related to my schoolwork.
- I will keep my personal digital storage folder neat, tidy and appropriately named.

- Network facilities, including the internet, are to be used for schoolwork purposes only.
- The content of my communications, eg email messages, blogs and downloads must be appropriate and respectful at all times.

Consequences for Poor Choices:

- If I waste my device learning time, I will be asked by the teacher to complete the task on paper instead.
 - I may not be allowed to use the device if I'm not making good choices.
 - If I deliberately damage the device I will be placed in the *Positive Behaviours Program* and my parents or guardians will be required to pay for the repair or replacement. I will not be allowed to use the device until the damaged one has been repaired or replaced.
 - I will be unable to use any device for a week following the first incident. In any subsequent incident I will lose the right to use the device for a period of time, not less than a week and be placed in the *Positive Behaviours Program*
- | | |
|----------------------------------------------|-----------------------------------------------------|
| ○ Cost to replace a whole iPad Air 2 - \$720 | ○ Cost to replace a whole Laptop - \$900 |
| ○ Cost to repair a smashed screen - \$90 | ○ Cost to replace a damaged Laptop Keyboard - \$120 |
| ○ Cost to repair a damaged cover - \$40 | ○ Cost to repair graffiti and marks \$150 |
| ○ Cost to repair a damaged cord - \$30 | |

Student Declaration Section: Student name: _____

- With my parents/guardian, I have read the Beechworth Primary School Digital Technologies Acceptable Usage Agreement.
- I will follow the Digital Technologies Use Agreement rules.
- I understand the consequences written in the Digital Technologies Acceptable Usage Agreement.

Student Signature: _____ Date: _____

Parent/Guardian Section

- I have read the Beechworth Primary School Digital Technologies Acceptable Usage Agreement with my child and give them permission to access devices.
- I understand the consequences written in the Digital Technologies Acceptable Usage Agreement. I understand this will result in my child losing access to digital devices for a period of time.
- I understand that if my child intentionally or carelessly damages a device, I will be required to pay for the replacement or repair of the damaged device

Parent/Guardian Name: _____ Signature: _____

Date: _____