Acceptable Use Agreement

Primary students

A: School profile statement

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B: Safe and responsible behaviour—examples

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means I:

- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don’t use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- don’t copy someone else’s work or ideas from the internet and present them as my own. (I will include the website link).

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:

- protect my friends’ information in the same way
- protect my password and I don’t share it with others
- don’t join a space online without my parents or teacher’s guidance and permission
- never answer questions online that ask for my personal information.

When I use digital technologies I **look after myself and others** by thinking about what I share online.

This means I:

- never share my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me
- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are right for my age
- don’t deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something I don’t like and tell a trusted adult
- am careful with the equipment I use.
C: Safe and responsible behaviour—classroom focus

When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful. This means I:

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When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means I:

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When I use digital technologies I look after myself and others by thinking about what I share online. This means I:

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Student Licence

awards this certificate to:

for being a polite, safe and responsible user of digital technologies.

I know that I am still learning to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Signed: Student

Date:

Signed: Teacher

Date: