Prep – 4 Responsible Use Agreement

Part A - Safe and responsible behaviour

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 should not to be shared online.

This means I:
- 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
- protect my friends’ information in the same way.

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
- speak 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 search for something rude or violent
- either turn off the screen or use the back button if I see something I don’t like and then tell a trusted adult
- am careful with the equipment I use.

Student Name: ____________________________  Student Signature: _________________

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed possible scenarios, potential problems and responsible use of the Internet with him/her. I will contact the school if there is anything in the provided documentation that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on: 1800 880 176.

Parent/Guardian Signature: ________________________________

Parent/Guardian Name (Printed): ________________________________

Date: ______________

Please return this to your child’s classroom teacher by Monday 23rd February 2015.