

Ratification Date	Reviewed	Review Date
May 2020	May 2020	May 2023



EPS Digital Technologies

Acceptable Use Agreement

When I use digital technologies I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

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 is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.






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

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect 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 or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

			Consequences	Behaviours
		Step UP! 	I have gone above and beyond in displaying the school values	-Reporting activity that you are aware of or observe that is not e-Safe or cyber safe.
M i n o r i n c i d e n t *		Step 1 	I need to think about my choices	Reminder of the Digital Technologies Acceptable Use Agreement -Leaving laptop unattended (outside the classroom) -Carrying laptop around with the screen open -Placing laptop on your lap to work.
		Step 2 	I need a different learning mode	Close your laptop down for the rest of the session. Learning must be completed without Digital Technologies. -Eating/drinking around your laptop.
	M a j o r i n c i d e n t *	Step 3 	I need time to think and reflect in a different place <i>I might be in the Yellow zone</i>	Laptop goes to the classroom teacher for safe keeping for the rest of the learning session. Learning must be completed without Digital Technologies. -Downloading pictures you shouldn't be -Accessing a website you shouldn't be -Going to Alex without teacher permission -Sharing personal information -Installing games/apps on your laptop (during school time)
		Step 4 	I need extra help and support <i>I might be in the Red zone</i>	Laptop goes to Mrs Smith or Mr Portaro for safe keeping for the rest of the day/week. Learning must be completed without Digital Technologies. Parents are informed and student must have a meeting to resign the Digital Technologies Acceptable Use Agreement before having access to their laptop again. -Searching inappropriate content -Downloading inappropriate content -Filming/recording someone without permission -Sharing personal information of others -Posting to social media -Using someone else's device without their permission -Using a device without the consent of a teacher

Note – these steps must all occur within a day. All names are reset at the end of each day giving students the opportunity for a fresh start.