Appendix 1: Acceptable User Agreement

When I use technology, both at school and at home I have responsibilities and rules to follow.

I agree to:

- be a safe user whenever and wherever I use that technology
- being respectful in how I communicate and work with others, never participating in online bullying. This includes supporting any harmful, inappropriate or hurtful online behavior, such as forwarding unkind messages
- report to an adult if I feel unsafe or uncomfortable online, or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the schools’ Code of Conduct when online or using mobile technology
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not search for rude or offensive sites
- use an ‘online name’ and avatar when sharing my work
- remember that the content on the web is someone’s property and ask my teacher / parent to help me get permission if I want to use information or pictures
- question if what I read is from a reliable source and use the information to help me answer any questions, (I should not copy and paste the information as my answer), in my own words
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable
  - someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school are being threatened

When I use my iPad or other mobile device at school I agree to:
• use it as requested for learning purposes as directed by my teacher

• be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device as a camera I will:

• only take photos and record sound or video when it is part of a class or lesson

• seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)

• seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space

• be respectful in how I talk to and work with others online and never write or participate in online bullying

• seek teacher permission before uploading any content to websites, blog etc

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be revoked if I do not act responsibly.

Student Name:............................................. Student Signature:........................................

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Acceptable User Agreement.

I will contact the school if there is anything here 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.

I have read, discussed and explained the Acceptable User Agreement with my child.

Parent/Guardian Signature : ..........................Date: ............