



- DIGITAL CITIZENSHIP AGREEMENT & RULES -

- SECTION A -

Note for Parents/Legal Guardians/Caregivers:

Please read and discuss these rules with your child. Further information and a policy guide to these rules is available on the school website: <http://sunnynook.sites.schooljotter2.com/curriculum/e-learning>

Please retain this copy (Section A) for your referral.

Teachers will also go over this section with students.

1. I must have a use agreement signed by me and by my parent or caregiver before I am allowed to use the school ICT equipment.
2. I will use the school computers and other school ICT equipment only for school work. I will check with the teacher before using on-line activities.
3. If I accidentally come across mean, rude, or dangerous material or feel unsafe I will tell the teacher straight away.
4. I will not change hardware settings or download files. I will have no involvement with making or sending viruses (such as worms).
5. I will not print anything without the permission of the teacher.
6. I must have a letter from home, and permission from school, before bringing any disk, software or other ICT device from home.
7. I will check with the teacher before using school equipment to copy software, music, videos or other files, in case they are copyrighted. I will acknowledge where work has come from if I have copied it from somewhere. This includes graphics and sounds files I use in my own schoolwork.
8. I will not use the internet, mobile phones or any other ICT equipment to be mean, rude, offensive. I will not harass any members of the school community like students and staff, while at school or any school-related activity. The same rule applies when using school ICT at any time, whether at school or not.
9. I will not share my password with any other person.
10. I will log off my accounts before letting someone else use the computer.
11. I will not give personal information about myself or others when using the Internet or a mobile phone – this includes home and email addresses, and mobile or home phone numbers.
12. I will not intentionally damage ICT equipment. If I accidentally break something or find it broken, I will inform the teacher straight away.
13. If I break these rules, the school may need to talk to my family about what has happened. In very serious cases, the school may take disciplinary action.

SECTION B - DIGITAL CITIZENSHIP AND ICT EQUIPMENT USE AGREEMENT FOR SUNNYSOOK PRIMARY SCHOOL STUDENTS

To the Student and Parent/Legal Guardian/Caregiver:

1. Please read this page carefully as it includes information about your responsibilities under this agreement.
2. Complete and sign the appropriate section.
3. Return this section to the school office.
4. Keep **Note for Parents/ Legal Guardians/Caregivers** for your future reference.

Sunnysook Primary School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school or at school-related activities.
- Work with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to help keep themselves safe in cyberspace.
- Keep a copy of this signed use agreement form on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issues.

Student's section

My responsibilities include:

- **I will read** this Cybersafety Use and ICT Equipment Agreement document carefully with my parent or caregiver.
- **I will follow** the cybersafety rules and instructions whenever I use school ICT.
- **I will also follow** the cybersafety rules and instructions whenever I am involved with privately-owned ICT on the school site or at any school-related activity.
- **I will have no involvement** in use of ICT which could put me at risk, or other members of the school community.
- **I will take proper care** when using computers and other school ICT equipment/devices. If I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- **I will keep** Section A of this document somewhere safe so I can read it again later.
- **I will ask** my teacher or my parents if I am not sure about something to do with this agreement.

I have read and understand my responsibilities, and agree to follow the Cybersafety Use and ICT Equipment Agreement. I know that if I breach this use agreement, there may be serious consequences.

Name of student: **Class:**

Signature: **Date:**

Section for parent/legal guardian/caregiver

My responsibilities include:

- **I will read** this School Cybersafety Use and ICT Equipment Agreement document and discuss the rules with my child.
- **I will ensure** this use agreement is signed by my child and by me, and returned to the school.
- **I will support** the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT.
- **I will contact** the Principal or School Cybersafety Manager to discuss any aspect of this use agreement which I might want to learn more about. I know I am welcome to do this at any time.

I have read this Cybersafety Use Agreement and am aware of the school's initiatives to maintain a cybersafe learning environment, including the responsibilities involved.

I do/do not give permission for my child's image and/or work to be reproduced on the school internet/intranet site (please note: no identification or personal details of individual students will be released).

Name:

Parent/Legal Guardian/Caregiver (please circle which term is applicable)

Signature: **Date:**