

## Responsible Use of Digital Technologies Agreement

When using digital technologies at Toko School I will always be a good digital citizen. This means that:

- I will not share my password for the school network with anyone else
- I will only use my own user name to log in to the school network
- I will be responsible for my school email account and ensure it is never used for inappropriate or offensive communication
- I will always use digital technologies to interact with others in positive, meaningful ways and I will think about the effect that my actions have on other people
- I will not share personal information – mine or anyone else’s - online or between devices via Bluetooth
- I will always ask permission before filming, taking photos or voice recording and will do so for learning purposes only
- I will not download files such as music, videos, games or programmes without the permission of a teacher as this may violate copyright laws
- I will not access or attempt to access inappropriate or objectionable material. If I accidentally encounter such material I will immediately remove it from the screen and won’t share with other students
- I will think carefully about whether the information I see online is true and check facts before I use them
- I will always use school digital technology systems and equipment with care and for educational purposes only
- I will also apply these responsible use rules when using personally owned devices, such as a mobile phone or laptop, both on the school site or at any school-related activity, regardless of location
- I will always ask a teacher or responsible adult for help if I experience any problems when I use technology.

### Student Declaration

I understand these guidelines for responsible use are to be followed when using any technology at school or on any school activity. I am aware that this may include the use of a device that the school does not own. I understand that if I breach this Responsible Use of Digital Technology Agreement, I may lose access to school digital technology services, including the use of the internet, on school owned devices or any personally owned device used at school.

Name:

Year level:

Signature:

Date:

## Bring Your Own Device Agreement

I, \_\_\_\_\_ (write name) am a Toko School student and I own a chromebook / laptop / iPad / Tablet with an internet connection (please circle the devices that apply to you) that will be used as an educational tool.

### I understand:

1. All devices brought to school are my responsibility and the insurance for my device is my parents responsibility.
2. Devices brought to school are for my use only.
3. While the school takes all reasonable steps to minimize risk it takes no responsibility for any loss or damage which might occur.
4. My device is for my use only during class time and will be held by the teacher at all other times.
5. Any misuse of my device or deliberate disconnection from the school's wifi will incur serious consequence, starting with a suspension of google drive and contact made with parents.
6. That teacher will provide a locked cupboard in which I may place my device when not in use.
7. Apps and software on devices must be checked by teachers before being downloaded and kept up to date, particularly antivirus software.
8. Teachers will encourage the use of personal digital devices whenever appropriate to support my learning, and this is the purpose of having my device at school.
9. We use Google Drive for cloud storage and I am allowed to access this at home with parent permission.
10. Rules governing the use of any school owned digital device will apply to student owned devices while they are at school. This includes adherences to the Copyright act and School Digital Citizenship policies. This is in accordance with our Responsible Use of Digital Technologies Agreements.

Student Name:

Signature:

Date:

## Parent Declaration

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this “Responsible Use of Digital Technologies Agreement” is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the ***student responsible use agreement*** and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Parent Name:

Date:

Signature: