



Annual Digital Learning Acceptable Use Agreement

Dear Parent / Carer,

At Courtenay Gardens Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This agreement outlines the expected behaviours we have of our students when using digital or online spaces.

All our technology brings countless benefits to the teaching and learning program at CGPS and to the effective operation of the school. Our technology is provided for educational purposes, appropriate to this environment, whether it is owned or rented either partially or wholly by the school and used on- or off-site.

We believe that working with a child's parents/caregivers, we all play a critical role in appropriate digital learning through developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day or location, at home, at school or in public places. We invite you to discuss the following agreement with your child to help you and your child stay safe when focussing on their digital learning at school or at home.

This form is consistent with the Department of Education (DET) recommended annual consent form. Whilst this agreement covers the DET guidelines, and teachers use this agreement as a basis for discussion in the classroom, they do modify the content of these discussions to ensure it is appropriate to the age of students. **Once you have read this notice, please complete and return the form to the classroom teacher.**

If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact our school on 5995 7139 or courtenay.gardens.ps@education.vic.gov.au

Kind Regards,

Alison Lough

Principal

Safe, responsible and behaviour

When I use technology, 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, bullying messages, or forwarding them to other people;
- ✓ not participating in any private chats using the online learning platforms, unless a teacher is included;
- ✓ 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 technology, 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 do not share them with anyone except my parent/carer;
- ✓ only ever join spaces with my parent's/carer's 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 technology, 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;
- ✓ do not deliberately search for something rude or violent;
- ✓ turn off or close the screen if I see something I do not 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.

Please complete the sections below and return to your teacher.

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I agree to be a polite, safe, responsible and ethical user of technology. As a student I continue to learn to use technology safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Name of student	
Student's class	
Student Signature	
Name of parent / carer	
Signature of parent / carer	
Date	

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