Digital Citizenship Agreement 2021 ~ Year 4-7

Burnside Primary School

This Agreement is between Burnside Primary School and

(name of student) _____

Digital Citizenship Guidelines

Looking After Yourself

- Choose online names that are suitable and respectful.
- Only invite people you actually know in the real world to be your friends in the online world.
- Only visit sites that are appropriate and respect the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the website to your parents or grandparents, then it's inappropriate.
- Your teacher makes choices about technology usage to support your safety and success. Music, sounds, videos and games should not be accessed at school without teacher permission.
- Set your privacy settings so only the people you know can see you and your personal information.
- Only put information online that is appropriate and post pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- Always report anything that happens online which makes you feel uncomfortable or unhappy.
- Talk to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

Looking After Others

- Show that you care and can communicate respectfully with other people by not sending or forwarding messages that are unkind or inappropriate.
- Stay out of conversations that are unkind, mean or bullying.
- Be an up-stander and report any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive, then they are inappropriate.
- Some websites are disrespectful because they show people behaving inappropriately or illegally - or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for others' privacy by not trying to get into their online spaces without invitation, and by not stalking them or copying their pictures.
- Any digital devices or equipment you access at school or through your school account are an extension of the classroom. The same rules and expectations that we have for you apply in digital and physical environments.
- Cameras and other recording devices should always be used responsibly. Do not record or photograph anyone without their permission.
- BPS has restrictions on internet use to help ensure the safety of everyone. Report any attempt to get around our school security, monitoring or filtering.

Looking After Property

- Respect other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just another name for stealing.
- Your device is your responsibility. Treat it with care and ensure it is stored safely whenever it is not in a supervised area.
- Make sure your device is charged ready for each school day.
- Show respect for all school property by looking after devices, returning and plugging them in when you have finished using them.
- Only use or share material that you have permission to use, and always credit where you got it from. Avoid sharing the music, movies, games, and other software that you own with other people.
- Respect other people's thinking by only handing up your own work. Copying without acknowledging that you are using other people's work is called plagiarism and is not acceptable.
- Check that the information you are using is correct. Anyone can say anything on the Web, so you need to check that the research is correct by using reliable sites. When in doubt, ask your teacher or your parents.
- Look after other people's websites - acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you find.

Parent Responsibility

- I have discussed the agreement with my child and will support my child to be responsible for his/her actions, to practice sound judgement and to speak, think and act with integrity at all times.
- I understand that the school is not responsible for loss or damage to personal devices brought to school.

Parent Signature: _____ **Date:** __ /__ /__ **Student's Signature:** _____

Burnside Primary School will:

- Provide Wifi access (use of 3G or 4G is not permitted)
- Provide a secure space for students to store their devices.
- Offer technical site-based support for BYOD devices for initial network and internet access, and software configuration necessary for curriculum delivery.
- Provide the required teaching and learning support to enable devices to be used effectively for learning.
- Allow for opportunities for ongoing discussion to promote clear understanding of the Digital Citizenship Agreement.
- Use restorative practices and disciplinary measures where needed.

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CHROMEBOOK USER ESSENTIAL AGREEMENTS

As a member of the Burnside Primary School community, I will:

- ☐ bring my Chromebook to school every day unless notified otherwise by a teacher

- ☐ log onto the Burnside Primary School network, 'Google Apps' or any other digital device using only my username and password provided by the school

- ☐ only use learning technologies at Burnside Primary School (including the internet) for learning related activities

- ☐ only use the Chromebook when teachers instruct me to

- ☐ take care to check the credentials and reliability of any information obtained from the internet

- ☐ treat all learning technologies with respect and due care

- ☐ not modify the application or operating system software provided on my Chromebook without written permission from the class teacher

- ☐ not access or store offensive images or audio on the Chromebooks or other digital storage devices

- ☐ abide by copyright law by not copying and redistributing another's work and will acknowledge the owners of copyright works

- ☐ not use digital technologies to harass or bully another student and abide by conventions of etiquette and be respectful of others

- ☐ not reveal personal addresses or contact numbers over the internet including my own

- ☐ not knowingly introduce a virus

- ☐ fully charge my Chromebook each evening in preparation for the next school day

- ☐ be supervised by my parents/carers who will monitor my use of the Chromebook and internet at home as this is not the responsibility of the school

- ☐ promptly report to staff any inappropriate material that is accidentally accessed at school

- ☐ promptly report damage to the hardware and/or software to the class teacher and IT Support staff

- ☐ transport my Chromebook in a protective bag at all times

- ☐ keep my Chromebook clean and free of graffiti and stickers

- ☐ not use images or graphics containing people as a background or theme

- ☐ seek teacher approval before uploading a background

- ☐ not leave my Chromebook unattended or take it outside during break times

- ☐ keep sound muted at all times unless permission is obtained from a teacher. Individual headphones may be used at the discretion of the teacher.

- ☐ take all reasonable precautions to ensure that the Chromebook is not lost or damaged

- ☐ store Chromebooks safely - not on the floor

- ☐ carry my Chromebook safely –not by the screen or while open

- ☐ Not eat or drink near my Chromebook