

SUBIACO PRIMARY SCHOOL - 2019 DIGITAL TECHNOLOGIES - USER AGREEMENT YEARS 4, 5 & 6

Internet Safety:

- My passwords should be kept private and not given out to others.
- I should only access the internet sites that I have been directed to by my classroom teacher.
- I will report **anything** that makes me feel unsafe or uncomfortable or if I see others being unsafe using digital technology. I will close my iPad screen immediately and seek advice from my teacher.
- I will only use text and images from the internet, if I have permission, and I have referenced its source.
- **I will never** give out my name, phone number, address, name of the school, photographs or other details about myself or others.
- **I will never** use social media while at school, such as iMessage or Snapchat etc. If I need to contact my family, I will talk to my teacher.

Caring for my iPad:

- Bring your iPad to school fully charged each day.
- Your iPad should have a strong cover.
- Your iPad should be carried to and from school in your backpack.
- Your iPad stays in a locked classroom during the school day.
- Do not take your iPad out of your backpack while on school grounds. (This includes at Subi After School Care)
- Never leave your iPad in your backpack at school.
- Drink bottles should be carried in the outside pocket of school backpack.
- iPads should be kept in a safe place when not in use.
- Do not touch another person's iPad without their permission.
- Keep apps and software regularly updated.
- All notifications will be turned off during school hours.
- Air Drop remains off unless otherwise instructed by my teacher.

Classroom Rules: Please read the rules and sign to show you understand:

- I will only use my iPad when my teacher instructs me to do so.
- I will only take photos and videos when I have been given permission.
- I will not change any settings (including history) on my iPad.
- I respect others and will never use digital technology to be mean, rude or unkind.
- I will follow the *Caring for our iPad* rules.
- I will follow the *Internet Safety* rules.
- Only apps from the approved list are to be used at school.

In order to be a responsible digital citizen I agree to the above conditions, and understand that not abiding by Subiaco's rules may result in me losing iPad privileges.

Name _____

Signature _____ **Date** _____



SUBIACO PRIMARY SCHOOL – Digital Technologies

PARENT/GUARDIAN AGREEMENT

I agree to allow my child to access digital technologies, media tools and digital learning environments established or accessed by Subiaco Primary School.

I understand that a member of the school staff may view incoming and outgoing email correspondence before they are mailed or received by students.

I understand that adequate supervision will always be available when my child is using the Internet and email.

I am aware that if my child is involved in any misuse of digital technology or online tools, there may be consequences aligned to Subiaco Primary School's Behaviour Policy.

I understand the school will provide adequate duty of care and that protocols have been followed to **minimise** risk of exposure to unsuitable material.

I understand that cyber safe practices are a priority at Subiaco Primary School and if my child encounters any material that makes them feel uncomfortable they will turn off the device and alert the teacher immediately.

I understand my child's picture will not be sent over the Internet without first receiving permission from parents/guardians and then having teacher approval.

I have reinforced that my child should never give out personal information, including his/her phone number, name or home address when using digital technologies

Parent/Guardian Signature:

Parent/Guardian Name: Date:

Your iPad must be covered under your own insurance. It is **not** covered by Subiaco Primary School or the Department of Education's insurance policy.

Before your iPad comes to school the serial number of your iPad and insurance details need to be provided. If the iPad is damaged at school it is the parents' responsibility to pay the insurance excess.

I understand that my iPad is **not** covered by the Department of Education or Subiaco Primary School's insurance and if the iPad is damaged at school it is my responsibility to pay the insurance excess.

- iPad Serial Number:.....
- Insurance Company:.....

I have chosen to install a passcode on my iPad. The passcode is.....

Parent/Guardian Signature:.....