
Smithfield Public School – *Student Use of Digital Devices and Online Services Procedures*

{Acceptable Usage for School Students}

The expectations for student use of digital devices and online services at **Smithfield Public School:**

1. I will use digital devices and online services only with teacher permission.
2. I will follow all instructions from the teacher when using digital devices and online services.
3. I will use time effectively and do only the task/s assigned.
4. I will work co-operatively.
5. I will take care of hardware, peripherals and software.
6. I will only use school software and approved websites.
7. I will start and shut down devices using the correct procedure.
8. I will not use school devices for anything that is against the law, is wasteful of resources or which will inconvenience others; for example
 - Printing more copies than needed.
 - Downloading music files, games, videos, live sites or streaming.
 - Changing the settings on computers.
 - Damaging or disabling computers or equipment.
 - Accessing social media sites E.g. Tik Tok or Instagram
9. I will only access/work on my own work which is stored in my own folder/file/ Google Drive or my removable USB /thumb drive.
10. I will only keep school related data on USB and in my Google Drive/ files/folders.
11. I will only access websites that are relevant to the information needed for school and have been approved by teacher/s. This includes not accessing any social networking sites.
12. I will not give out any personal information.
13. I will turn off the monitor and tell the teacher immediately if I see or hear anything on a website or receive any messages that I do not like, or feel is inappropriate.
14. I am aware that the school can check computer files and monitor internet usage.
15. I will acknowledge the source of information, images etc used in my work.
16. I will not copy someone else's work into my work.
17. I know that if there is a breach of the rules, my digital device and online privileges may be withdrawn and I will need to renegotiate my future use.

18. I know that I am legally liable for misuse of devices and online services and that the police may be contacted.

*As a responsible digital device and online user at **Smithfield Public School**, I will follow the above rules.*

I, _____, understand and will follow Smithfield Public School Student Use of Digital Devices and Online Services Procedures. If I break this agreement, the consequences could include withdrawal of device and online privileges. I also understand that my school network and e-mail accounts are owned by the Department of Education, and are not private. Smithfield Public School has the right to access my information at any time.

Student Signature

Dear Parents / Guardians,

To develop in students a responsible attitude when using digital devices and online services, an agreement outlining expectations for safe use have been created. This agreement is a promise, on behalf of the student, to behave appropriately, courteously, and cooperatively in all situations when using digital devices and online services.

Teachers will discuss the expectations outlined in the school's procedures, but we would appreciate your support in discussing them further with your child. **Students and parents may then sign the agreement and return it to school. Students will be permitted to use devices in the school once this agreement has been signed and returned.**

Please note that while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content while using the Departments online services, it is not possible to completely eliminate the risk of such exposure. The Department of Education cannot filter Internet content accessed by your child at home or in locations away from school. The Department of Education recommends the use of appropriate Internet filtering software.

As the parent or guardian of this student, I have read *Smithfield Public Schools Student Use of Digital Devices and Online Services Procedures* (available on school website). I understand that technology is provided for learning in keeping with the academic goals of Smithfield Public School. I recognise it is impossible for the school to restrict access to all controversial materials, and I understand that there is a shared responsibility between the school, myself and my child in developing safe and appropriate use. I understand that children's device activities at home should be supervised.

Parent / Guardian Name
(please print name)

Parent / Guardian Signature

Office use only:

Date: Wednesday, 31 January 2024

Class:

Name: