

A message from the Principal:

Dear Student,

During your time at Coromandel Area School you will have access to the internet and a variety of digital technologies. Whilst most of this access will be for learning purposes we require you to understand how you can be effective digital citizens both inside and outside School.

This includes:

- How to use digital technology effectively and safely.
- Understanding your rights and responsibilities while using technology.
- Giving you advice and guidance regarding new innovations.
- Enabling you to feel safe while using the internet.

In order to access the internet and wireless networks at CAS, you are required to read and sign this agreement. We hope this document will promote discussion within your home regarding what is an effective digital citizen and how you can remain safe and happy while using technology.

Digital Citizenship Contract

When I use ICTs, both at school and at home I have responsibilities and rules to follow. I agree:

- To be a safe user whenever and wherever I use that technology.
- To be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and/or supporting others in harmful, inappropriate or hurtful online behaviour.
- To report if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.
- To maintain the reputation of Coromandel Area School and refrain from making inflammatory or rude comments about other students, staff or matters which may have arisen within Coromandel Area School.

When at school I agree:

- To abide by the rules outlined in this document.
- To my school internet/email being monitored and that misuse of the internet/Gmail account or digital devices may result in my internet/email account being removed.
- To keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password.
- To use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
- To only share my work, files or data with teachers unless I have been given express permission to do otherwise by the teacher.
- **To remember that the content on the web is someone's property and ask my teacher or a parent/caregiver to help me get permission if I want to use information or pictures.**
- To think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions. (I should not copy and paste the information as my answer).
- Not to attempt to install programs, games or apps on any school device.
- Not to attempt to edit any system settings.
- Never to use the internet, or any program to message people, without the express permission of a teacher.
- Not to use tools or sites that will enable me to bypass systems in place to filter or restrict access.
- Not to bring or download unauthorised programs or files.
- Not to access or share rude or offensive sites including file sharing apps or illegal streaming content.
- I will talk to my teacher or an adult if:
 - I need help online.
 - I am not sure what I should be doing on the internet or a device.
 - I come across sites that are not appropriate.

- o Someone writes something I don't like, makes me and my friends feel uncomfortable, or asks me to provide information that I know is private.
- o I feel that the welfare of students or staff at the CAS is threatened.

When I use any device at school I agree to:

- o Use it as only as directed by my teacher.
- o To not interfere with, borrow or exchange a device with another student unless expressly given permission by the classroom teacher
- o Be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- o During lesson time my browsing directly relates to learning.
- o Be entirely responsible for the security of the device at all times.
- o To this end, when using any mobile device as a phone I will:
 - Not use my phone during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.
 - Protect the privacy of others and never post private information about another person using SMS or other messages.

When using any mobile device as a camera I will:

- o Only take photos and record sound or video when it is part of a class or lesson.
- o Seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers).
- o Seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space.
- o Be respectful in how I talk to and work with others online and never write or participate in online bullying.
- o Seek teacher permission before uploading any content to websites.

I understand that:

I will not share my network or internet password with any other person.
 That my access to the CAS network is subject to my good behaviour.
 That my internet records can be shown to my parents or caregivers upon request.
 I will be held responsible for all activity that is logged under my username and password.
 I am responsible for all internet browsing, searching and logs which happen on my own machine or device.
 I am responsible for my own security and digital reputation.
 I am able to ask for advice regarding digital citizenship.

Please return the slip below to the school office.

All students will be required to return this form before they can access CAS networks.

Student Name _____ Year Level: _____

I understand my rights and responsibilities when using CAS networks and I agree to abide by this agreement.

Student Signature _____

Parent/Caregiver Signature _____

Please contact/write to the school office within one month of signing this form if you wish to opt your child out of their photograph being used for digital media publications.

This agreement is effective until December 2018.