# Student Agreement for Technology Use and Digital Communication

This technology user agreement describes the terms and conditions which a student must follow for technology use and digital communication. Students must read this agreement before login to their Google classrooms.

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| When I will use digital technologies I will communicate respectfully and responsibly. This means I will: |
| always think and check that what I write or post is polite and respectful; |  |
| be kind to my friends and classmates and think about how the things I do or say online might make them feel; |  |
| never send or forward mean or bullying messages to other people; |  |
| create and present my own work, and if I will copy something from online, I will let my audience know the source by sharing the it’s link to acknowledge the creator; |  |
| never search for something offensive, profane, threatening, obscene materials; |  |
| follow network etiquettes while chatting and communicating using internet; |  |
| When I will use digital technologies I will protect my personal information and of others. This means I will: |
| not share my full name, photo, birthday, address, phone number and any other personal information on online platforms; |  |
| protect my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information; |  |
| remember not to share information about others;  |  |
| protect my password and will not share it with anyone except my parents; |  |
| only join online spaces with my parents or teacher’s guidance and permission; |  |
| speak to a trusted adult (parent/guardian) if I find someone using threatening or annoying messages to me online;  |  |
| notify my teacher or parent of any unauthorized use of their password or account or any other breach of security;  |  |
| When I use digital technologies I will ensure my device and data safety. This means I will: |
| use websites that are authentic and appropriate, and if I am not sure I will ask a trusted adult for help; |  |
| never share or upload inappropriate text, photos or images on social media apps and websites;  |  |
| turn off or close the screen if I see something I don’t like and report a trusted adult;  |  |
| remember to safely log out from my account on a website and turn off the computer after use;  |  |
| be careful with the technology devices that I will use in my home;  |  |
| never try to install any content or application myself on the computers from an unauthentic source or publisher;  |  |
| Please sign below to indicate that you have read and understand the technology user agreement and agree to:  |
| act smartly, safely and responsibly when using digital technologies at home or school; |  |
| present yourself as an ethical user of digital technologies; |  |
| face the consequences if you choose to not to follow the e-safety rules or behave irresponsibly.  |  |

*I accept the terms and conditions mentioned in the above document.*

*Signed by*

*Adapted from:*

*https://www.education.vic.gov.au/Documents/about/programs/bullystoppers/AUA%20Primary%20Final.pdf*