

Digital Citizenship

Responsible Use Agreement for Student and Parent/Caregiver



Parent/Caregiver Name: _____

Learners Name: _____

Teacher: _____

Year: _____

Room: _____



Responsible Use Agreement

Introduction

Silverdale School believes in a Digital Citizenship model for supporting the safe and responsible use of the internet for teaching and learning. An important part of this is that we are able to show others what responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of digital technologies
- will use digital technology to support learning as well as other prescribed activities
- will think carefully about whether the information they see online is true
- will continue to develop their skills in digital technologies
- understand that they may experience problems when using technology and can learn to deal with these issues
- will always show our KERI values when using digital technology, especially when communicating and collaborating with others
- will be honest and fair in all of their actions when using digital technology
- will always respect people's privacy and freedom of speech online
- will help others to become better digital citizens

We know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things they do mean that other people are being harmed or disrespected, then we might stop them from using the internet and other technologies at school.



Google Workspace for Education - Consent

At Silverdale School, we use Google Workspace for Education for all staff and students. Google Workspace for Education is a set of education productivity tools from Google including; Calendar, Docs, Classroom and more, used by tens of millions of students and teachers around the world.

During their time at Silverdale School, students will use their Google Workspace for Education accounts from Year 3 to complete classwork, communicate with their teachers, sign into their school supplied Chromebooks, and learn 21st century digital citizenship skills.

Google Workspace for Education restricts all users under 18 when accessing third-party websites and apps. Students cannot use their Silverdale School Google Account to sign in unless these apps have been reviewed, confirmed and configured as trusted by our Google Workspace Administrator at Silverdale School. These restrictions are already in place and have been for many years.

Students and teachers are required to request access to websites and apps that ask to use their Silverdale School Google Workspace account information to login (unless it has previously been confirmed). This request is then sent and configured by the School Administrator with a trusted, limited or blocked access setting.

Summary

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this "Responsible Use Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Parent / Caregiver Agreement

- I acknowledge that I may be responsible for the cost of repairing the Chromebook or iPad if it is damaged by my child.
- I acknowledge that my child and I are to follow the expectations in the Terms of Use Agreement and that failure or violation of these guidelines may result in your child losing access to the device and account, or in the case of serious misconduct incidents, facing disciplinary action.
- I will be responsible for monitoring my child's use of the internet when he/she is not at school.
- I give permission to use my child's image (printed, digital or video) to be used where appropriate. E.g. newsletter, website, classroom displays etc.

Name: _____

Signed: _____

Parent Of: _____

Date: _____



Terms of Use Agreement Student Agreement

Devices: All Students

- I will use devices for educational purposes **only** and websites set out by the teacher.
- I will not add extensions, games or apps.
- I will not use screensavers, and backgrounds or take pictures without the teacher's permission.
- I will respect the Chromebook and iPad and endeavour to keep it safe, including not leaving it on the floor, walking around with a Chromebook open and not having food and/or drink near the device.
- If at any time I have permission to bring my own device (including mobile phone and digital watch) to school, I will give it to my teacher for safekeeping during school hours of 9.00am-3.00pm and I understand that the school takes no responsibility for loss or damage of the device.

1:1 Chromebook Use: Year 3 to Year 6

- I will know where my Chromebook is at all times and will be the only individual using the device.
- I will NOT loan the Chromebook or cords to other individuals.
- I will be responsible for ensuring the Chromebook is put on charge in the storage unit at the end of each school day (making sure the cord is not caught in the door).
- I will notify the teacher if the sticker code is lost/incorrect and needs replacement (TRO).
- I will return the Chromebook and all its peripherals in good working condition.

Google accounts: Year 3 to Year 6

- I understand that my Google account is school property. Teachers can access my account at any time and are able to monitor my use.
- I understand that my Google account is for school use and not to be used to; create my own accounts on other platforms/websites, online, download extensions or add-ons.
- I will keep my password private from other students and will not change my password without the school administrator's permission.
- I will produce work and use this space in a way that I would be proud of.
- I will show our KERI values when using my account to communicate or collaborate with others.
- I will be a Digital Citizenship in all online spaces and leave a positive digital footprint, respecting myself and others at all times.
- I will notify the teacher or the Principal/Deputy Principal if I have concerns about my Google account being compromised (hacked).



***These terms of use also apply to any BYOD devices that you have been permitted to bring in at any given time.**

***Failure to follow the agreed etiquette could result in the suspension of the school Chrome account and removal of the device for use.**

Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school-owned devices or any personally owned device used at school.

Learners Name: _____

Signed: _____

Room: _____

Year: _____

Date: _____