



ST PAUL'S PRIMARY SCHOOL
230 – 240 Sunshine Avenue,
Kealba 3021
Phone: 9366 6033

email: officeadmin@spkealba.catholic.edu.au

St Mary of the Assumption Parish
Kealba-Keilor Downs

Using Technology 2023

Acceptable Use Agreement

Years 3 - 6

When I use digital technologies I communicate respectfully by:

- always thinking about and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work; if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I protect personal information by being aware that my full name, photo, birthday date, address and phone number are personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and do not share them with anyone except my parents or guardians
- only join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthday dates, school names, addresses and phone numbers, because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- do not deliberately search for something rude or violent
- turn off or close the screen if I see something I do not like and tell a trusted adult
- am careful with the equipment I use.

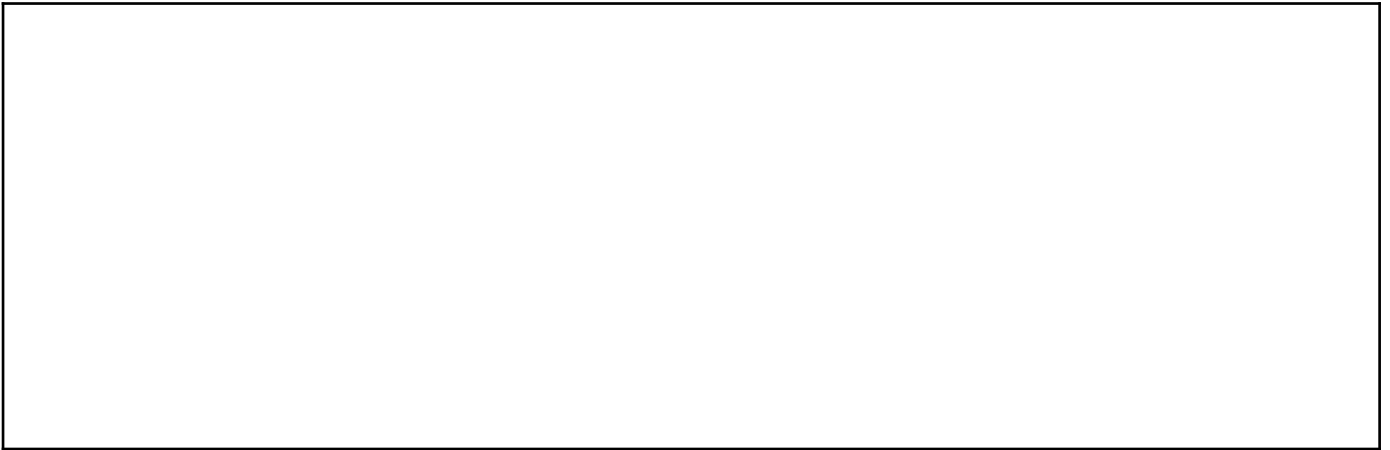
At school we / I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

When I use digital technologies I communicate respectfully. This means I:

(write or draw...)



When I use digital technologies I protect personal information. This means I:

(write or draw...)



When I use digital technologies I respect myself and others. This means I:
(write or draw...)

Student Name: _____

Grade: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date:
