Smart, Safe and Responsible
Use of Digital Technologies

Part A: Introduction

Cairnlea Park Primary School recognises the educational value of digital technologies to support students' learning. We also recognise the need for students to be smart, safe and responsible users of these technologies.

In particular, the internet is a valuable educational resource. Students can use the internet for:

- Research, collaboration and communication
- On-line educational sites (such as the Ultranet, Mathletics, SuperClubs PLUS)
- Blogs, wikis and other Web 2.0 tools to support curriculum programs.

Cairnlea Park Primary School also believes that explicitly teaching students about smart, safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Cairnlea Park Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- supervise students when using digital technologies for educational purposes
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be unconditionally guaranteed
- educate our students to be smart, safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- participate in the national eSmart program to help develop and support the smart, safe and responsible use of digital technologies.
- support parents/guardians to understand the importance of smart, safe and responsible use of digital technologies, as well as the potential issues that surround their use, and also strategies that can be implemented at home to support their child/ren
- provide parents/guardians with a copy of this agreement

Part B: Student declaration

When I use digital technologies I:

- **protect personal information** by being aware that my full name, address, phone number, date of birth and photo is personal information and should never be shared online.

    This means

    - ✓ protecting my friends' and my family's information in the same way
    - ✓ protecting my password and not sharing it with others
    - ✓ only joining an online space on the internet with my parent's or my teacher's guidance and permission
    - ✓ **never** answering questions online that ask for my personal information
    - ✓ **never** arranging to meet someone who has contacted me through the internet.

- **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

    This means

    - ✓ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
    - ✓ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad.)
    - ✓ not responding to any messages that are unpleasant or that make me feel uncomfortable in any way. I will report this to a responsible adult if this ever occurs.
    - ✓ not copying someone else's work or ideas from the internet and presenting them as my own. (I will include links and references to anyone else's work that I use.)

- **look after myself and others** by thinking about what I share online.

    This means:

    - ✓ never sharing the full names, birthdays, school names, addresses or phone numbers of my friends or my family (because this is all personal information)
    - ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
    - ✓ speaking to a trusted adult if someone is unkind to me
    - ✓ speaking to a trusted adult if I know someone else is upset or scared
    - ✓ stopping to think about what I post or share online
    - ✓ using online spaces or internet sites that are appropriate for my age
    - ✓ not searching for anything rude, violent or inappropriate
    - ✓ either turning off the screen or using the back button if I something appears that I don't like or is inappropriate. I will also tell a trusted adult if this ever occurs.
    - ✓ being careful with the equipment I use.

- **use all equipment in a safe and responsible manner.**

    This means:

    - ✓ notifying the teacher immediately if I have any technical problems with the equipment
    - ✓ only accessing information which is relevant to my work
    - ✓ not interfering with any settings, or damaging the equipment, software or network.

Student Name: _____ **Grade:** _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____ **Date:** _____