



PRIMBEE PUBLIC SCHOOL

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Principal: Sharon Rigg

RESPECT SAFETY ACTIVE LEARNING



Student Use of Digital Devices and Online Services Use Agreement

At Primbee Public School we use digital devices and online services to support and enhance educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

STUDENTS

Students need to follow the following guidelines and Procedures:

- students hand in their phones or other digital devices into the office and collect at the end of the day
- Students are not permitted to take digital devices on school excursions including sporting events
- Students must engage with technology as safe, responsible and respectful learners as detailed below

Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use: make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need; make sure the devices you bring to school have the latest software installed and take care with the school-owned devices you share with others, so that other people can use them after you.
- Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person or group; considered bullying; private or confidential; and/or a virus or other harmful software.

PARENT/CARERS - Please read through the guidelines and procedures above and discuss with your child.

Please refer to Primbee Public School Student Use of Digital Devices and Online Services Procedure for more details.
<https://primbee-p.schools.nsw.gov.au/about-our-school/rules-and-policies.html>

Student Name: _____ Student Signature: _____ Date: _____

Parent/Carer Name: _____ Parent/Carer Signature: _____ Date: _____