



HAMPTON PRIMARY SCHOOL

Collaboration, Aspiration, Integrity, Resilience

2025 ESMART STUDENT ACCEPTABLE USE AGREEMENT: FOUNDATION – GRADE 3

This agreement aligns with the school's eSmart Policy and eSmart Use of ICT Guidelines and outlines a list of behaviours that students must agree to when using the Internet and digital technologies.

Students are encouraged to report any incidents of cyberbullying or inappropriate use of technology that they become aware of. Students are expected to immediately report such matters to both parents and school staff. Students can also report inappropriate/unacceptable confidentially via the school's online reporting form. This can be accessed via the Hampton Primary School website or directly at <https://goo.gl/forms/wybaJOCC8er3Egau1>

For further information and for definitions of terms that may be included in this agreement, please refer to the HPS eSmart Policy and eSmart Use of ICT Guidelines, which can be accessed on our website.

When I use the Internet and digital technologies, I agree to be a safe, responsible and ethical user at all times, by:

- **Communicating respectfully** by thinking and checking that what I write, post, say or do 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 copying someone else's work or ideas from the Internet and presenting them as my own. (I will always reference the original source).*
- **Protecting personal information** by being aware that my full name, photo, birthday, address and phone number are personal information and not to be shared online. This means:
 - *Protecting my friends' information in the same way.*
 - *Protecting my passwords and not sharing it with others.*
 - *Only joining a space online with my parent or teacher's guidance and permission.*
 - *Never answering questions online that ask for my personal information.*

Looking after myself and others by thinking about what I share online. This means:

- *Never sharing my friend's full names, birthdays, school names, addresses and phone numbers because this is their 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 apps and/or websites that are appropriate for my age.*
- *Not deliberately searching for something rude or violent.*
- *Either turning off the screen or using the back button if I see something I don't like and telling a trusted adult.*
- *Been careful with the equipment I use and advising a trusted adult if any equipment is lost or damaged.*
- *Not interfering with the network, the work or data of another user or attempting to log into the network with a username or password that is not my own.*
- *Not bringing to school or downloading unauthorised programs/apps, including games.*
- *Only use the apps, websites or resources that are specified by the school.*

When using a digital device as a camera I will:

- *Only take photos and record sound or video when it is part of a class or lesson*
- *Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).*
- *Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.*
- *Be respectful in the photos I take or the video I capture and never use these as a tool for bullying.*

If bringing a phone or smart watch to school I will:

- *Sign it in with my teacher at the start of each day so that it can be locked in the class-safe.*
- *Switch my phone off or onto 'aeroplane' mode before it is locked away.*
- *Sign it out and collect it at the end of the day.*
- *Understand that phones and smart-watches are not permitted to be kept in my bag or on myself during the day.*

STUDENT COMMITMENT

The eSmart Student Acceptable Use Agreement applies when I am using any of the above digital technologies at school, during school excursions, camps and extra-curricular activities, or when using school online spaces at home.

I have read the eSmart Student Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked.

Student Name: _____ Class: _____

Student Signature: _____ Date: _____



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PARENT PERMISSION

I agree to allow my child to use the Internet and digital technologies at school. I have discussed the responsible use of the digital technologies with him/her.
I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school, visit the eSafety website <https://www.esafety.gov.au/> or call the Parent Helpline on 132 289

Parent Name: _____

Parent Signature: _____ Date: ____