

Student Digital Technology User Agreement

Years 3 – 6



Melbourne Archdiocese
Catholic Schools



Our Shared Goal

Technology helps us learn best when everyone feels **safe, respected and responsible**. By following these expectations, we help create a positive learning environment for everyone at St Michael's.

Why we use Chromebooks

We use Chromebooks to:

- Learn, research and create
- Communicate with teachers
- Use Google Classroom and other learning tools

My Chromebook Responsibility

I understand that my Chromebook is an important learning tool. I will:

- Use my Chromebook **for learning purposes only**
- Follow all teacher instructions at school and at home
- Take care of my Chromebook and carry it safely
- Keep food and drinks away from my device
- Charge my Chromebook each night so it is ready for school
- Report any damage or problems straight away

Using My Chromebook at Home

When I take my Chromebook home, I will:

- Use it in a shared family space where adults can see my screen
- Follow the same rules at home as I do at school
- Use it only for schoolwork unless my parents say otherwise
- Bring it back to school every day, fully charged

Being Safe Online

I understand that:

- The internet is helpful, but not everything online is true or safe
- I must keep my personal information private (no full name, address or phone number)
- I will not try to bypass school filters or security settings
- I will only use my school Google account for school work

If something online makes me feel uncomfortable or unsafe, I will:

- Exit the page immediately
- Not share it with others
- Tell a teacher or a trusted adult straight away

Being a Good Digital Citizen

When using technology, I will:

- Be respectful and kind in all online communication
- Never bully, harass or exclude others online
- Never pretend to be someone else online
- Ask permission before taking photos or videos of others

Respecting Other People's Work

I understand that:

- I must not copy and paste other people's work and pretend it is mine
- I should use my own words and ideas
- I should give credit when using images or information from others

Social Media and Games

I understand that:

- Most social media apps are for people **16 years and older**
- I will not lie about my age to join social media or games
- I will talk to my parents before joining new games or websites

If I Don't Follow the Rules

Technology use is a privilege. If I do not use my Chromebook safely or responsibly:

- **Expectations will be retaught and reflected on**
I will talk with my teacher about what happened and reflect on how I can make better choices next time.
- **Restorative actions may be required**
If my actions affect others, I may need to repair the harm by apologising, fixing the situation, or completing a restorative task.
- **Access may be temporarily restricted**
I may lose access to my Chromebook or the internet for a period of time, depending on the situation.

These responses are designed to help me learn, take responsibility and make safer choices in the future.

Student Declaration

I understand and agree to the terms and conditions related to my use of digital technologies at St Michael's Parish School outlined in the Digital Technology User Agreement.

I understand that if I do not follow these expectations, I will lose access to devices and the Internet for a period of time, as determined by St Michael's Parish School.

Sign name below

