
– 2025 eSMART STUDENT ACCEPTABLE USE AGREEMENT**YEARS 4 - 6**

This agreement aligns with the school's Digital Learning Policy 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:

- ✓ Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- ✓ Not accessing, creating or distributing content that would cause offense to students, teachers or parents, such as obscene or offensive language, nudity, discriminatory behaviour, disrespectful behaviour or behaviour that is threatening to another person. This includes images or material stored on privately owned ICT equipment/devices brought onto the school site, or to any school related activity such as USB sticks.
- ✓ Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- ✓ Protecting the privacy of others; never posting or forwarding their personal details or images without their consent or parents' consent.
- ✓ Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- ✓ Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- ✓ Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- ✓ Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- ✓ Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- ✓ Not copying someone else's work or ideas from the Internet and presenting them as my own. Where necessary, I will request permission to use images, text, audio and video and cite references.
- ✓ Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.
- ✓ Not attempting to download, install or connect any unauthorised software or hardware onto school ICT equipment.
- ✓ Ensure that I only connect my device to the school's EduStar Wi-Fi network. I will not hotspot my device to a mobile phone or use a VPN to bypass the school's network.
- ✓ Accepting that the school reserves the right to check any work or data on any school or personal ICT devices without obtaining prior consent from the authorised user.

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 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 video I capture and never use these as a tool for bullying.

When participating in the Year 4, 5 or 6 BYO iPad Program, I will:

- ✓ Ensure that my iPad comes to school charged each day. It can be difficult to find enough options to charge student devices while at school.
- ✓ Ensure that my iPad is not left sitting on the ground, on a chair or left outdoors at any time.
- ✓ Ensure my iPad is placed in a teacher's lockable cabinet before school (from 8:30 onwards), at recess and at lunch.
- ✓ Ensure my iPad is not taken outside without the direct permission and supervision of a teacher either during class time, recess or lunchtime.
- ✓ Switch notifications off for all apps while at school.
- ✓ Ensure I do not use iMessage or any other instant messaging service during school hours unless given permission by a teacher.
- ✓ Place my iPad away during eating times in the classroom to ensure it never comes in contact with food or drink.
- ✓ Keep my iPad zipped up in my school bag when travelling to and from school. This also applies before and after school, while on the school grounds and at the 'Kiss n Go' pickup area.
- ✓ Keep educational/school related applications in their respective folders on the front page of the iPad. Other apps such as games or social media apps that have not been approved for educational/school use are to be kept in a separate folder on the last page on the iPad.
- ✓ Accept that 13+ apps are prohibited at school and should not be on my iPad unless it is used by the school for educational purposes or approval is granted by a teacher.
- ✓ Ensure there is adequate storage space on the iPad to allow for school related tasks to be completed and apps to be downloaded while at school.
- ✓ Ensure I am not accessing music via a streaming service such as Spotify. Music will only be accessed if it has been approved by the teacher and connects to the learning task.
- ✓ Only access applications and content on my device that relate to the learning task or have been directed by the teacher.
- ✓ Keep my iPad in a clearly named protective case, which is to remain on the iPad at all times while at school.
- ✓ Place a screen protector on my iPad.
- ✓ Accept that the school is not responsible for replacing lost, stolen or damaged iPads. It is my responsibility to ensure the iPad is looked after.
- ✓ Only use the apps, websites or resources that are specified by the school.

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 airplane 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 in my possession during the day.

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: _____

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 internet and digital technologies with him/her. Should I need to contact my child during school hours I will contact the office or teacher.

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: _____