

Acceptable Use and Care of Devices Agreement 2021

**When using the school's devices I agree:**

- to carry them carefully with two hands;
- not to use them while walking/moving;
- never to leave them unattended on the floor;
- to have clean hands when using;
- to not eat or drink while using them and to not have food or drink near them while they are being used;
- not to set passwords or change screens, apps or programs;
- to clean the screen of the iPad or the screen and keyboard of the laptop before I put the device away;
- to plug the device into charge so that it is ready for use when I have finished with it.

**When I use digital technologies I will respect others by:**

- never writing, sending or forwarding anything that is unkind, mean or disrespectful;
- acknowledging the work of others by including a link to websites from where I have gathered information for my own work;
- not using the username and password of anyone else.

**When I use digital technologies I protect personal information by:**

- never sharing my full name, photo, birthday, address, phone number or any other personal information online;
- protecting my friends' information in the same way;
- protecting my passwords and not sharing them with anyone except my parents and school staff;
- only ever joining websites and other online spaces with my parents or teacher's guidance and permission.

**When I use digital technologies I respect myself and others by:**

- speaking to a teacher or parent if I see something that makes me feel upset or if I need help
- speaking to a teacher or parent if someone is unkind to me or if I know someone else is upset or scared because of something happening online;
- not deliberately searching for something inappropriate, rude or violent
- turning off or closing the screen if I see something I don't like or something inappropriate and telling a teacher or parent.

**Agreement:**

I understand that I may have the privilege of using devices suspended or removed if I do not uphold these responsibilities.

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*Student name*

.....  
*Student signature*

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*Parent/Guardian name*

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*Parent/Guardian signature*