
DIGITAL LEARNING ACCEPTABLE USE

Digital Technology is a central part of today's education and is part of the New Victorian Curriculum. These technologies promote learning, enabling all students to access educational resources, communicate with others, fosters analytical thinking and encourages learners to become members of a global community. Google Apps - Education will form a framework for student learning at Athol Road Primary School – where applicable.

Information Collection

Our school collects information about students and their families when necessary to:

- Educate students
- Support students' social and emotional wellbeing, and health
- Fulfil legal requirements, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)

Google G-Suite Code of Conduct Students

By signing this Agreement - students of Athol Road Primary School understand that access to Google G-Suite is a **privilege, not a right** and agree to observe the rules set out below.

Failure to follow the rules listed below will lead to the account being suspended.

1. I agree to follow all teacher instructions regarding access to Google G-Suite.
2. I will only use Google G-Suite for **appropriate** educational purposes.
3. I will only use Google G-Suite for tasks that relate to the learning I am completing.
4. I will not enter **any** personal information into websites, web-forms or email.
5. I will follow **all** appropriate Codes of Conduct at all times.
6. I agree to follow the anti-Cyberbullying guidelines – as discussed by my teacher.
7. I will not directly use material from other web sites unless I have permission from the person who created it.
8. I will always respect Copyright Laws.
9. I will report any misuse or upsetting material to the teacher immediately.
10. I will be responsible for my actions at all times.



Care and Usage of Equipment

1. I will care and look after the Schools devices and all of their parts
2. I will not cause damage to my own, others and the Schools equipment, such as mark or deface, attempt to repair, unplug, move or replace peripherals, remove covers or panels, attempt to disassemble, delete, add or alter configuration files
3. I will only use approved devices at school
4. I will not eat or drink near the computers/devices
5. I will only use the computer/device in class if I have permission from the teacher
6. I will not interfere with network security, the data of another user or attempt to log into the network or a device with a username or password of another student
7. I will not reveal my password to anyone except the system administrator (or the teacher if applicable)

Work Habits

1. I agree to follow all teacher instructions when using the computers/devices and all soft/hardware
2. I will not download pictures, music or games without my teacher's permission
3. I will only read my own email/ecomunication
4. I will not submit other people's work as my own
5. I will not access any files except my own
6. I will abide by copyright procedures when using content on websites (ask permission to use images, texts, audio and video and cite references where necessary)

Personal Safety and Safety of Others

1. I will be safe, responsible and ethical user whenever and wherever I use technology
2. I will protect my rights and those of others by not giving out personal details include full names, telephone numbers, addresses and images or other personal details/password
3. I will participate in all cyber and Online Safety/Information delivered by the School
4. I will report and knowledge of others participating in unsafe, inappropriate or hurtful online behavior

As a student I have read and understand the school rules related to accessing Google G-Suite and agree to follow these rules set out above. Should I break any of the conditions and rules I understand that my access to Google G-Suite will be removed.

Student Name: Student Signature:.....

Date

As a Parent/Guardian of this student I consent to him/her having access to Google G-Suite including **Google Mail [Gmail]**. I have read and understand the **Digital Technology Guidelines** related to its use. I understand that Google G-Suite is an **Online, Digital Learning Environment**.

Parent/Guardian.....

Date.....

