Avoca Beach Public School

Acceptable Use Policy

Respect

When I use digital technologies, at school, I communicate respectfully by thinking and checking that what I write or post is polite and respectful.
This means I:
• never send mean messages or pass them on
• don’t use actions online to be mean to others. (This can include leaving someone out to make them feel bad or forwarding on mean posts or photos)
• don’t copy someone else’s work or ideas from the internet and present them as my own. (I will include the website link).
• will turn my iPad or computer screen off and look at the teacher talking

Responsibility

When I use digital technologies, at school, I protect personal information (of myself and others) by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.
This means I:
• protect my friends’ information in the same way
• protect my password and I don’t share it with others
• don’t join a space online without my parents or teacher’s guidance and permission
• never answer questions online that ask for my personal information.
• log off any program or device at the end of the lesson

When I use digital technologies, at school, I look after myself and others by thinking about what I share online.
This means I:
• never share my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information
• speak to a trusted adult if I see something that makes me feel upset or if I need help
• speak to a trusted adult if someone is unkind to me
• speak to a trusted adult if I know someone else is upset or scared
• stop to think about what I post or share online
• use spaces or sites that are right for my age
• don’t deliberately search for something rude or violent
• either turn off the screen or use the back button if I see something I don’t like and tell a trusted adult

When I use digital technologies, at school, I care for equipment
This means I:
• print only what is necessary
• log off correctly and leave my area neat and tidy
• report any accidents or problems to my teacher
• use and take care of any equipment respectfully

Personal Best

When learning using digital technologies, at school, I make sure I am on task
This means I:
• will not plagiarise information (pass off someone else’s information as my own)
• always acknowledge the author or source of information I use
• am careful and follow the school rules when using equipment

Signed Student: ______________________  Signed Parent: ______________________ Date:__________