

## 2025 TECHNOLOGY USAGE AGREEMENT YEAR 3 to 6

This agreement covers the use of school issued iPads, along with personal mobile phones and smart watches.

I agree to follow the rules set out below when using technology at school:

### Online Safety

To stay safe online:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

### iPad Behaviour

While borrowing a school iPad, I will:

- Only use the iPad for learning as directed by the teacher.
- Follow all instructions from teachers when using iPads at school.
- Not change the device settings or personalise the iPad (change the wallpaper, icons or widgets, or decorate the iPad with stickers)
- Tell my teacher if the iPad is damaged or broken as soon as it happens.

### Mobile Phones and Smart Watches:

While at school, I will:

- Turn off my phone when I arrive at the school gate and leave it off until I leave out of the school gate.
- Hand my mobile phone to the front office at the start of the school day and collect it at home time.
- Put my mobile phone and smart watch to silent.
- Set my smart watch to 'school mode'/'aeroplane mode' (not able to send or receive calls or messages) during school hours.
- Not communicate with my parents/carers using my mobile phone or smart watch, inside the school gates. If I need to send a message, I will do so via the office.

### I understand that:

- I am responsible for my actions while using the school iPad, online accounts or school internet and will be held responsible for any breaches of the rules conditions.
- If I break any of the above rules, this agreement will be replaced by a second, green agreement form. A second breach in a year will result in no further access to an iPad.

Name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_