

Digital Citizenship Agreement

Online Services Acceptable Use Agreement (Years 7-12)

This policy is a written agreement that formally sets out the rules for use of Information & Communication Technologies (ICT) at Lynwood SHS. All staff and students accessing the Department of Education (DoE) System are bound by Department of Education policy for use.

Digital Etiquette

The following is a list of the expectations students are to understand and accept when using their own devices or any school owned technological device.

1. Follow all teacher directions including when to use the device.
2. Have the volume of devices muted at the beginning of each lesson.
3. Use appropriate manners and language when communicating electronically.
4. Provide their device to teachers upon request.
5. Provide their device to parents upon request.

I agree to follow the rules set out below when I use the Department of Education provided online services:

- I will only use online services for purposes which support my learning and educational research.
- I understand that I am responsible for all activity in my online services account.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- 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 understand the school and Department of Education can monitor my use of online services.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity, such as engage in cyberbullying.
- I will not use the department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing. I will not plagiarise.
- I will get permission from the copyright owner of any material used in my school work before I reuse it in a portfolio for employment, in a competition or any other uses other than my private research and study.
- I will use appropriate language in all internet communications.
- I will not try to access internet sites that have been blocked by the school or the Department of Education.
- I will not damage or disable the computers, computer systems or computer networks of the school, DoE or any other organisation.
- I will not bring or download unauthorised programs, including games on school computers. Recreational internet games are banned on school premises.
- I will not access social networking sites (such as Facebook and Instagram) or video streaming sites (such as YouTube) whilst at school, unless under the direction of my classroom teacher.
- I will not use the camera or audio recording functions without permission from the teacher and are reminded that they must not publish photographs or recordings taken at school or at school events without consent.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online service account;
- the misuse of online services may result in disciplinary action, determined by the principal in accordance with DoE's *Behaviour Management in Schools* policy;
- I may be held liable for offences committed using online services; and
- DoE does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

The consequence of non-adherence to this policy will be dealt with under the School's Managing Student Behaviour and Good Standing Policies.

Digital Citizenship Agreement



I understand by signing this agreement I agree to work within the terms and conditions of the Digital Citizenship Agreement.

Family/Surname: _____ First Name: _____

Signature: _____ TAG: _____ Date: _____

User Name: _____ . _____

Email: _____@student.education.wa.edu.au

Password: _____

(Min. of 8 characters – **Must include a capital letter and at least one number**)

Staff Only
Password
Entered