



# St James Primary School Banora Point

## Digital Technologies (and Social Media) Policy Acceptable Usage Agreement for Students and Parents

This policy and student/parent user agreement is in accordance with the mandatory 2016 Digital Technologies (and Social Media) Policy issued by the Catholic Education Office Lismore.

### Responsibility of Student Users

As a Positive Behaviour School, St James has in place expectations for students regarding using digital technologies. As stated in our PBS Matrix, all student technology users must abide by all specific conduct requirements set out in school specific policies in their use of digital technologies and social media including but not limited to the Internet and Intranet, email and other electronic devices including mobile phones.

### Consequences of Inappropriate Behaviour

A user's conduct and behaviour in relation to the use of digital technologies including but not limited to email, internet, intranet and web browsing, social networking sites, mobile phones or other digital devices provided or used on site, may be deemed inappropriate if the contents of this policy are found to have been breached. If so, an investigation of the alleged breaches may take place. This investigation will be carried out by the appropriate authoritative figure or his/her delegate.

Failure to comply with this Policy may result in disciplinary action, up to and including suspension or exclusion. Breaches of the Policy may also result in referral to law enforcement agencies.

Those who breach this or any other related policies may have access to these services and equipment denied or removed and be subject to disciplinary action in accordance with the stated related policies.

HEAD HEART HANDS

All settings Family in Christ	Moving around the school Walk quietly with purpose	Playground Play Safe, Be Safe	Cyberspace Stop, Think, Connect	If you see disrespect STOP, WALK, TALK
<ul style="list-style-type: none"> <li>Follow directions</li> <li>Greet, treat and speak with kindness</li> <li>Take care of materials and all property</li> <li>Wear your uniform with pride</li> <li>Own your behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Keep your personal space</li> </ul>	<ul style="list-style-type: none"> <li>Leave no trace</li> <li>Share equipment</li> <li>Include others</li> <li>Play by the rules</li> </ul>	<ul style="list-style-type: none"> <li>Only write things that are considerate of others feelings</li> <li>Seek permission before posting information or photos of others</li> </ul>	<div style="text-align: center;"> <p><b>STOP:</b></p> <ul style="list-style-type: none"> <li>Interrupt and model respect, rather than watch or join in</li> <li>Interrupt and say "That's not okay"</li> </ul> </div>
<ul style="list-style-type: none"> <li>Keep body to self</li> <li>Be in the right place at the right time</li> <li>Move safely</li> </ul>	<ul style="list-style-type: none"> <li>Walk with purpose</li> <li>Keep to the left</li> <li>Look where you are going</li> </ul>	<ul style="list-style-type: none"> <li>Wear a hat</li> <li>Line up correctly</li> <li>Sit down when eating</li> <li>Cease play on the stren</li> <li>Move promptly when the bell sounds</li> </ul>	<ul style="list-style-type: none"> <li>Keep passwords private</li> <li>Only access sites permitted by your teacher</li> <li>Only communicate online with people you already know in person</li> </ul>	<div style="text-align: center;"> <p><b>WALK:</b></p> <ul style="list-style-type: none"> <li>Walk away</li> <li>Don't be an audience</li> <li>Invite people who are being disrespected to join you and move away</li> </ul> </div>
<ul style="list-style-type: none"> <li>Welcome challenge</li> <li>Embrace mistakes</li> <li>Have a growth mindset</li> <li>Be resilient</li> <li>Be persistent</li> <li>Engage in learning</li> <li>Be prepared</li> <li>Enter ready to learn</li> <li>Learn from others</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Active at class on time</li> </ul>	<ul style="list-style-type: none"> <li>STOP, WALK, TALK</li> </ul>	<ul style="list-style-type: none"> <li>Immediately report anything inappropriate to a parent or teacher</li> <li>Use internet to research and learn new skills</li> <li>Email used only for school and learning</li> </ul>	<div style="text-align: center;"> <p><b>TALK:</b></p> <ul style="list-style-type: none"> <li>If this behaviour continues report your concerns to an adult</li> </ul> </div>

I have come in order that you may have life... Life in all its fullness JOHN 10:10



## **STUDENT USAGE AGREEMENT**

As a student at St James Primary I will:

- ★ Be Safe, Be Respectful and Be a Learner online
- ★ Only write things that are considerate of others feelings
- ★ Seek permission before posting information or photos of others
- ★ Keep passwords private
- ★ Only access sites permitted by your teacher
- ★ Only communicate online with people you already know in person
- ★ Immediately report anything inappropriate to a parent or teacher
- ★ Use the internet to research and learn new skills
- ★ Use the school email only for school and learning
- ★ Treat laptops, chromebooks and ipads with care and report damage immediately to an adult
- ★ Use digital media tools, such as Seesaw, cameras, videos only during teacher approved activities

## **STUDENT DECLARATION**

I \_\_\_\_\_

Declare that I have read and understood the Digital Technologies (and Social Media) Policy and Acceptable Usage Agreement for Students of St James Primary School Banora Point and by signing this document agree to abide by its contents.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **PARENT DECLARATION**

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_

Declare that I have read and understood the Digital Technologies (and Social Media) Policy and Acceptable Usage Agreement for Students of St James Primary School Banora Point and by signing this document agree to abide by its contents.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_