

**Frankston Heights Primary School**  
**Digital Learning Student Code of Conduct**  
**Year 3 - 6**



At Frankston Heights Primary School, we use the Internet and digital technologies as a valuable teaching and learning tool. The Internet has a vast array of websites and information, which can be extremely valuable to education.

At Frankston Heights Primary School we are committed to the education of safe and responsible use of technology, for students, teachers and the wider community. Our school has a filtered Internet service, which is designed to block out inappropriate material. We do our best to fully protect students at all times.

Teachers will monitor students' use of the Internet and digital technologies at school, however your child is expected to be responsible in the use of these also. Parents should be aware that it is their responsibility to monitor their child's Internet and computer use at home, including social networking sites (most of which have an age limit of 13+).

**We ask you to read through the following guidelines and discuss these with your child. Once read and discussed, please return the signed agreement to your child's teacher.** Please note: access will not be allowed unless the student and parent/guardian have signed and returned this agreement. Failure of students to adhere to this agreement may result in withdrawal of use of the Internet and/or digital technologies for an appropriate amount of time.

**Parent/guardian**

As the parent/guardian of \_\_\_\_\_ I have read the guidelines and discussed them with my child. I understand Frankston Heights Primary School will make every effort possible to ensure safe access and acceptable use of the Internet and digital technologies is made. I understand that if my child does not follow the Code of Conduct, that their access to the Internet and/or digital technologies will be revoked for an appropriate period of time. I understand it is my responsibility to monitor my child's internet use at home.

I give permission for my child to use the Internet and digital technologies at Frankston Heights Primary School.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Student**

I agree that my parent/guardian has discussed the guidelines with me about appropriate use of the Internet and digital technologies. I understand and agree to follow the Code of Conduct and rules when using the Internet and digital technologies. I understand and agree that if I **DO NOT** follow the Code of Conduct and rules when using the Internet and digital technologies that I will lose my right to use them for an appropriate amount of time.

Name \_\_\_\_\_ Grade \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Responsible use of equipment:

1. I will look after all equipment.
2. I will use all equipment, including laptops, cameras, iPads and any other digital technology, with great care and return it in the condition I received it.
3. I will not have food or drink near any technological equipment.
4. I will return all technological equipment to its rightful place at the end of use and plug it in so it is charged, ready to be used again.
5. I will not purposefully damage any equipment.

### Responsible internet and computer usage:

1. I will use the internet appropriately for educational and research purposes.
2. I will use online spaces or websites that are appropriate for me and not try to access inappropriate content or websites.
3. I will follow all teacher instructions regarding the use of the internet and devices.
4. I will not send, share or post hurtful or inappropriate language or content.
5. I will respect the privacy of others, including teachers and students, by not giving out personal details, including full names, addresses or passwords.
6. I will respect the work of others and will not interfere with any folders or documents that do not belong to me.
7. I will act in a mature and responsible manner when using the internet, email and any other digital technologies.
8. I will not engage in any cyber bullying or trolling activity and will report any knowledge of this to a teacher.
9. I will ensure that I participate in the **safe** use of the internet at all times.
10. I will either turn off or minimise the screen or use the back button if I see something inappropriate and tell a trusted adult immediately.
11. I will look out for the safety of myself and others and report any cyber safety issues to a teacher.
12. I will speak to a trusted adult if I see something online that makes me feel upset or scared or if someone is unkind to me online.
13. I will not interfere with network systems and security, the data of another user or attempt to log into the network with a user name or password of another person.
14. I will not take, collect, post or share digital images or videos of others (students, teachers, parents or other visitors/community members) without their consent or instruction from a teacher.