

Digital Safety Agreement

I agree that I will respect and take care of our digital equipment by:

- Following all of the class rules about digital equipment and only using the equipment when I have been given permission.
- Not copying any software and following copyright laws.
- Using any passwords or logins provided by the school appropriately. I will not disclose passwords to anyone.
- Only printing with the permission of my teacher. I will check the print preview before printing.
- Keeping all my communication with digital tools appropriate and respectful.

I will keep myself and others safe by:

- Not giving anyone on the internet information about myself or others – this includes addresses, photos, names, phone numbers or banking details.
- Making sure that I display the Mangawhai Beach School values of Balanced, Excel, Active, Creative and Having Fun when I am using digital equipment.
- Not writing my personal details into any website, email, blog, podcast or other communication technology without permission from my teacher and/or parent.
- Immediately telling the nearest adult if I accidentally come across dangerous, mean, rude or confusing material. I will not show it or pass it on to any other students.
- Ensuring all of my communication will be appropriate and relevant to my learning. My language will not be disrespectful, offensive, abusive, dangerous, or inappropriate in any way.
- I will report any cyber bullying to my teacher immediately.

I will keep the equipment safe by:

- Carrying it correctly - as shown to me by my teacher.
- I will ensure all digital devices are stored correctly and safely after I have used them.
- If something goes wrong, or the device is damaged, I will tell my teacher immediately, so that it can be fixed.
- Not changing any of the settings on the digital devices owned by the school.

I understand that if I intentionally break this agreement in any way I may lose the right to use the internet and digital equipment at school. As well, the school may inform my parent/caregiver and there may be consequences for my actions.

Child's Name:

Parent/Caregiver's Signature:

Date: _____

(Parents, please help your child understand the rules they must follow to ensure their own and the equipment's safety)