

## RULES for keeping us Cyber Smart, Yr 1 – 4

These rules will help us to stay safe when using digital devices at school:

1. I can only use digital devices when my parent/s has/have signed my use agreement form and the completed form has been returned to school.
2. I can only use digital devices for my schoolwork and only with my teacher's permission.
3. I can only use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I'm not sure about, I will ask my teacher.
5. I will not use digital devices to be mean, rude, or unkind about other people.
6. I will not tell anyone my password when made available.
7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
  - **Not show others**
  - **Turn off the screen**
  - **Get a teacher straight away**
8. I will not put personal information online.  
**Personal information includes: name, address, email address, phone numbers, photos**
9. I will be careful and will look after our school's devices by:
  - Not being silly and playing around with it
  - Following our school cyber smart rules
  - Telling a teacher about anything wrong or damaged.
10. I understand that if I break these rules, the school will inform my parent(s).

## CYBER SMART USE AGREEMENT, Yr 1 - 4

Parent/caregiver, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement.
2. **Complete and sign the appropriate section.**
3. **Return the completed and signed page to the classroom teacher.**
4. **Keep this page for future reference.**

I understand that **St Joseph's School** will:

- Do its best to enhance learning through the SMART use of digital devices. This includes restricting access to inappropriate, illegal or harmful material on the Internet.
- Work progressively with children and their families to encourage and develop an understanding of the importance of being cyber smart, through education, designed to complement and support the use agreement. This includes providing children with strategies to keep themselves safe in cyberspace.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cyber smart issues.

**Parent / Caregiver** responsibilities include:

- I will read this cyber smart use agreement document.
- I will discuss the information with my child and explain why it is important.
- I will return the signed agreement to the school.
- I will support the school's cyber smart approach by encouraging my child to follow the cyber smart rules, and to always ask the teacher if they are unsure about the use of the school's digital resources.
- I will contact the principal or classroom teacher to discuss any questions I might have about being cyber smart and/or this use agreement and I am welcome to do this at any time.

**Please note:**

This agreement will be revised regularly to make allowances for rapid changes in technology. Parents will be informed if there are any changes and will be asked to sign the use agreement again at the beginning of the year.