



# Student Digital Practice and Safety Agreement 2021

Outlining the responsibilities of all those who use devices at Berkley Normal Middle School.

**Please read carefully, initial each statement and return this page to school. This document will be kept in your personal file.**

- The purpose for both school and BYOD: computers, devices and other digital technology resources are to support teaching and learning. \_\_\_
- I know that I am not permitted to access material through the Internet which is offensive, dangerous, inappropriate or illegal. I will not pass on such material by copying, storing or printing it. \_\_\_
- I am not permitted to send messages which are offensive, dangerous, or inappropriate. \_\_\_
- I may only use digital technology at school while there is a teacher supervising me (including break times). - this includes my phone, class devices, iPads, and the interactive board \_\_\_
- I understand that the school may use unnamed examples of my schoolwork and images of me taking part in school activities for educational purposes on the Berkley Website. \_\_\_
- Student phones are not considered to be learning tools and must be kept in the approved container within home rooms. Permission must be sought from a teacher before accessing these during school hours. \_\_\_
- I will take special care when using devices outside of the classroom and will move around the school sensibly when carrying a device. \_\_\_
- I will keep my password confidential and ensure that I log out when I have finished using a device. If I go to use a device that a previous user has not logged out of, I will log them out. \_\_\_
- I will inform a teacher immediately if I accidentally come across dangerous, mean or rude material, without showing other students. \_\_\_
- I will inform a teacher immediately if I find something online that I am not sure about or that could harm the school's network (e.g. viruses) \_\_\_
- I will keep my personal information private when online. \_\_\_
- I will protect the privacy of others and never post/display private information about another. This includes taking and/or using images/videos of a person from school. Any photos/images taken onsite or at a school activity must receive expressed permission from the individual/s involved. \_\_\_

I understand and will abide by the above policy and guidelines. I further understand that any violation may result in the loss of my technology privileges as well as other disciplinary action.

Date \_\_\_/\_\_\_/\_\_\_

Printed Student Name: \_\_\_\_\_ Room: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_