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**Being an Academic, Caring and Christian Digital Citizen:**

In our school we use information and technology in safe, legal, and responsible ways.

We embrace the following aspects of being a digital citizen. I will:

**Recognise intellectual property**

1. Use the technology at school to help me learn and not interfere with the work or data of another student.
2. Think critically about what I read and view on the Internet. Question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
3. Respect the ownership of information (including images) on school computers. This includes not copying photos/images for personal use without permission.
4. Not bring or download unauthorised programs, including games, to the School or run them on school computers.

**Apply digital information security practices**

1. Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images.
2. Talk to my teacher or another adult if I need help online or I am not sure what to do.
3. Think before I post online – once posted it is difficult to remove things.
4. Leave a site immediately by clicking ‘back’ or closing the browser, if I feel uncomfortable.
5. Not open emails, documents, downloads or pop ups etc. from unknown sources.

**Apply personal security protocols**

1. Go to a teacher, parent or another trusted adult if I need help; if I come across sites that are not appropriate or material that is not acceptable; or if I think that any of the agreements are not being followed.
2. Not reveal my password except to the system administrator or a teacher if required.
3. Not respond if someone sends me an unkind or offensive message. Instead, tell a teacher, parent or another trusted adult.
4. Search for sites as directed by the teacher and not go looking for rude or offensive sites.
5. Respect the privacy of others when using technology.
6. Always be aware that while the School uses software and filters to keep our community safe there may be times when I see inappropriate material and I need to tell an adult if this happens.

**Investigate, create and communicate with ICT**

1. Be respectful in how I talk to and work with others online and never write or participate in online bullying (cyber bullying, text bullying etc.) even if it is meant as a joke.
2. Always use language and images that would be acceptable at school.
3. Always use technology in a manner which reflects the OLR academic, caring and Christian core values.
4. Use mobile devices at the discretion of the supervising teacher and in line with class and school rules.
5. Not use mobile devices to record or capture images of others without their knowledge and permission.
6. Not buy or sell items or services over the internet.

**Consequences for Violations:**

I understand and will follow this Acceptable Use Policy.

If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. I also understand that my school network and e-mail accounts are owned by OLR and are not private.

OLR has the right to access my information at any time.

Student’s Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or guardian of this student, I have read the Acceptable Use Policy.

I understand that technology is provided for learning in keeping with the academic goals of OLR. I recognise it is impossible for the school to restrict access to all controversial materials, and I understand that there is a shared responsibility between the school, myself and my child in developing safe and appropriate use.

I understand that children’s computer activities at home should be supervised. I understand that I may be responsible for replacing any school property that has been willfully damaged.

**I hereby give permission for my child to use technology resources at OLR.**

Parent or Guardian’s Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_