



## Online Learning: Digital Safety Agreement (Addendum to Digital Safety Agreement)

### Guidelines for Years 3 to 11

I am encouraged to uphold and be aware of this Digital Safety Agreement which regulates my use of technology for Online Learning.

#### **My learning**

- I will choose a dedicated study area free of distractions that will enable me to learn effectively and will also contribute to my wellbeing. For this purpose, I will avoid other screens (phones, iPads, etc) while studying.
- I will maintain a routine as close as possible to a regular school day.
- I will regularly check my email, for assignments, deadlines, messages from my teacher or classmates.
- I understand that the school monitors my school email account and messages.
- I will follow the school rules on academic honesty and not practice plagiarism.

#### **My (online) relationship with others**

- I will not access, create or display any material (images, sounds, text, and video) which is likely to cause offence, inconvenience or anxiety to anyone.
- I will never write racist, sexist, abusive, homophobic or aggressive words. I do not write things that could upset or offend others.
- I understand that sending malicious messages can become a matter whereby the school will set sanctions or involve outside agencies such as the police.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I will not respond to offensive, abusive or rude messages. Should that happen, I will let a teacher or adult know immediately.
- When in a videocall:
  - I will be on time, in a suitable room, and dressed appropriately.
  - I will talk to my teacher and classmates respectfully.
  - I will mute my microphone to avoid unnecessary noise.
  - I will never record or take photos of my classmates or teachers.
  - I will end the session as soon as our teacher indicates and will not return to the call.
- I will report to a teacher or any incident that breaches the Digital Safety Agreement, even if that incident does not affect me.

#### **My (digital) wellbeing**

- I will maintain a healthy relationship with technology by using it when appropriate.
- I will avoid distractions, such as other screens, loud music, etc that might interfere with my learning.
- I will always keep my username and password confidential. I will never share personal information about myself or anyone else, such as an address, telephone number and private details, in an email or on a website.
- I will take regular breaks from screens and technology.

I accept that this Digital Safety Agreement for Online Learning is meant to keep me safe. I take responsibility for my actions online and know that any breach of this agreement will be considered a serious disciplinary matter.

Pupil Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that I have discussed the above agreement with my child and will work with the school to ensure rules and recommendations are adhered to.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_