<table>
<thead>
<tr>
<th>Respectful</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>Be respectful of other people’s property.</td>
<td>Ensure devices are charged and ready for a full day.</td>
</tr>
<tr>
<td>Use devices for learning purposes, as directed.</td>
<td>Never leave devices unattended or take them outside, unless directed by a teacher.</td>
</tr>
<tr>
<td>Follow teacher instructions in regards to appropriate use.</td>
<td>Store devices safely at school and when taking to and from school.</td>
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<td>Think before you post things online</td>
<td>Know which websites and apps you can use at school and only use appropriate websites and Apps at school.</td>
</tr>
<tr>
<td>Respect others right to privacy; it is not acceptable to take or publish images or videos of other students or to post information about others online.</td>
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<th>Real Safe</th>
<th>Role Model</th>
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<td>Only access websites and apps that are age appropriate and for learning.</td>
<td>Keep food and drink away from devices.</td>
</tr>
<tr>
<td>Communicate responsibly and respectfully online.</td>
<td>Report any damage or misuse.</td>
</tr>
<tr>
<td>Use devices in a way that is safe for self and others.</td>
<td>Never put personal details including your name, address or birthday online.</td>
</tr>
<tr>
<td>Tell a teacher or adult if you feel uncomfortable or unsafe online, or are concerned about the behaviour of others.</td>
<td>Do the right thing when visiting websites and if you see something inappropriate report it straight away.</td>
</tr>
<tr>
<td>Only chat to people you know in real life in an online space.</td>
<td>Demonstrate cyber safe behaviors.</td>
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<tr>
<td>Back up data and install the base apps.</td>
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</tbody>
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I, ____________________________________________ (student name) agree to adhere to the above essential agreement for my schooling at Essendon North Primary School.

Student signature: ____________________________________________ Date: ____________________________________________

Parent signature: ____________________________________________
UNPACKING THE DIGITAL CITIZENSHIP ESSENTIAL AGREEMENT

Below are the four aspects of the policy expanded to include additional information designed to support students and families.

Please note the Digital Citizenship Essential Agreement applies at school and on school sanctioned activities including camps, school excursions and extra curricular activities.

This Digital Citizenship Essential Agreement was developed in consultation with the 2014 Year Five students.

RESPECTFUL

- Be respectful of other people’s property.
- Use devices for learning purposes, as directed.
- Follow teacher instructions in regards to appropriate use.
- **Think before you post things online.** Students are encouraged to think about and reflect on their digital footprint - once something has been placed online it is virtually impossible to remove it completely. This also encompasses copyright and students and staff must critically think about the content and context of their posts
- **Respect others right to privacy; it is not acceptable to take or publish images or videos of other students or to post information about others online.** This is important as we do not have permission to publish images of all students in public forums. The publishing of information or defamatory images or words is not acceptable and will be followed up in accordance with ENPS policies and expectations.

RESPONSIBLE

- Ensure devices are charged and ready for a full day.
- Never leave devices unattended or take them outside, unless directed by a teacher
- **Store devices safely at school and when taking it to and from school.** Devices are to be used during learning time and not to be used in the yard before or after school.
- **Know which websites and pps you can use at school and only use appropriate websites and Apps at school.** ENPS staff will work with students to understand and adhere to terms and conditions of apps, especially those related to age restrictions.
REAL SAFE
- Only access websites and apps that are age appropriate and for learning. At times students may be directed to websites that have advertising or links to external web locations. It is important students understand the purpose of why they are visiting a website and stay within the confines of the website. If students inadvertently enter a website or discover content unsuitable for the purpose, they are to exit the website and refocus on the learning task. The school’s internet is filtered through the Victorian Department of Education and Training service provider and we work with them to ensure the safety of our students when accessing online content.
- Communicate responsibly and respectfully online. Students will be reminded that when we say and write things online we leave a digital footprint - a trace of what was said even if it is taken down or removed.
- Use devices in a way that is safe for self and others.
- Tell a teacher or adult if you feel uncomfortable or unsafe online, or are concerned about the behaviour of others. Students also have access to online cyber safety tools as part of their Base Apps which provides them with tools to report any concerns they have.
- Only chat to people you know in real life in an online space. Students will not be engaging in learning tasks involving chat unless they are set and moderated by a teacher.
- Back up data and install the Base Apps

ROLE MODEL
- Keep food and drink away from devices.
- Report any damage or misuse.
- Never put personal details like your name, address or birthday etc online. This is important as these kind of details can be used to hack into accounts or to gain access to sensitive information.
- Do the right thing when visiting websites and if you see something inappropriate report it straight away. If students choose to access unsuitable or inappropriate content and do not follow appropriate processes then consequences as set out in this document will apply.
- Demonstrate cyber safe behaviors. Staff will provide education, supervision and support to develop our students as digital citizens and consistently outline and reinforce expected and safe behaviours.
WHAT IF STUDENTS DO NOT ADHERE TO THE ESSENTIAL AGREEMENT?
If students do not adhere to this essential agreement classroom teachers will use the following steps as guideline for implementing consequences.

1st breach - Access to technology is removed for the learning session

2nd breach - Access to technology is removed for the day. Parents/Carers are contacted by the classroom teacher or a member of the Executive Team.

3rd breach - Access to technology is removed for the school week and the device is not to be brought to school. Parents/Carers are contacted by the classroom teacher or a member of the Executive Team and a meeting set up to discuss and clarify expectations for technology use in the classroom.

In the case of serious misuse such as involvement with cyber bullying at school, damage to other students devices or similar incidents the classroom teacher and school administration will respond to these on a case by case basis.