



Student IT Online Agreement - Year 3 - 6



At Mount Helena Primary School, we value technology as a tool for learning, creativity, and communication. To ensure students use digital resources safely and responsibly, all students must follow this Acceptable Usage Agreement when accessing school-provided online services.

This agreement outlines the expectations for responsible digital behaviour and ensures that all students can engage with technology in a safe, supportive, and productive learning environment.

Student Responsibilities

When I use school computers, iPads, and the internet, I promise to:

- Only use technology when a teacher says it's okay.
- Listen carefully and follow my teacher's instructions.
- Keep my password secret and never share it.
- Only use my own account, not anyone else's.
- Tell a teacher if I think someone is using my account.
- Be kind and respectful in all emails, messages, and online work.
- Say where I got pictures, words, or information from, if I use them in my work.
- Tell a teacher straight away if I see something online that makes me feel upset or unsafe.
- Never share personal information like my full name, address, phone number, or photos online.
- Look after school devices and use the internet in a safe and sensible way.
- Remember that teachers and the Department of Education can check what I do online.

Prohibited Actions

- Look at, share, or make anything that is mean, rude, violent, or inappropriate.
- Use technology to be unkind, bully, or hurt other people's feelings.
- Try to get around school rules for websites or break through any security settings.
- Download or share music, videos, or other work that isn't mine without permission.
- Break, damage, or play with school devices in the wrong way – like computers, iPads, TVs, or how they're stored.
- Non-educational gaming sites

Consequences for Misuse

I understand that if I break any of these rules, I may:

- Lose access to school ICT resources.
- Face disciplinary action as per the Mount Helena Primary School Behaviour Policy.
- Be required to complete additional cyber safety education.

Student Agreement

I have read and understood this Acceptable Usage Agreement. I agree to follow these rules to ensure a safe and positive learning environment at Mount Helena Primary School.

Student Name: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____



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How to Talk to Your Child About Our School Technology Expectations

At school, we help students build safe and respectful habits when using technology. You can support this at home with simple conversations.

The expectation	Here's what you can say, and how you can support your child
Only use technology when a teacher says it's okay	Try saying: "At school, you wait for your teacher to say it's the right time to use a device—just like we wait for the right time to use things at home. It helps keep learning focused and safe."
Listen carefully and follow my teacher's instructions	Try saying: "Your teacher knows the best way to use technology for learning. Listening closely makes sure you stay safe and use your time well."
Keep my password secret and never share it	Try saying: "Your password is private, like a secret code that protects your work. Only you should know it—just like you wouldn't hand out your diary key."
Only use my own account, not anyone else's	Try saying: "Everyone has their own space online—just like a desk. It's important to stick to your own and respect others' privacy too."
Tell a teacher if I think someone is using my account.	Try saying: "If something feels off—like work missing or something strange happening—tell a teacher right away. They can help fix it and keep your account safe."
Be kind and respectful in all emails, messages, and online work.	Try saying: "Being online is just like being in class—you still need to be polite, thoughtful, and kind in everything you say or send."
Say where I got pictures, words, or information from, if I use them in my work.	Try saying: "If you use something from the internet, it's important to give credit. It's like saying 'thank you' to the person who made it." Tip: Model this by mentioning where you found things online too!
Tell a teacher straight away if I see something online that makes me feel upset or unsafe.	Try saying: "If something online feels wrong, scary, or upsetting—even if you're not sure—tell an adult. You'll never get in trouble for speaking up."
Never share personal information like my full name, address, phone number, or photos online.	Try saying: "Some things are private, like where we live or your school name. We keep those details just for people we trust in person."
Look after school devices and use the internet in a safe and sensible way.	Try saying: "Devices are tools for learning, not toys. When you use them with care, they'll work better and last longer for everyone."
Remember that teachers and the Department of Education can check what I do online.	Try saying: "Even online, actions have consequences. Your teachers and the school can see what you do—so always use technology in a way you'd be proud of."

A great habit: Ask your child "What's something safe or kind you did online today?" It keeps the conversation open and positive.

We are kind. We are responsible. We are respectful. We are active learners.