

Student Agreement for Technology Use and Digital Communication

This technology user agreement describes the terms and conditions which a Beaconhouse student must follow for technology use and digital communication. Students must read this agreement before login to their Google classrooms.

Section I: Login Etiquettes & Safety Measures

When I will use digital technologies I will protect my personal information and of others. This means I will:

- not share my full name, photo, birthday, address, phone number, and any other personal information on online platforms.
- protect my friends' full names, birthdays, school names, addresses, and phone numbers because this is their personal information.
- remember not to share information about others.
- protect my password and will not share it with anyone except my parents.
- only join online spaces with my parents or teacher's guidance and permission.
- speak to a trusted adult (parent/guardian) if I find someone is sending threatening or annoying messages to me online.**
- notify my teacher or parent of any unauthorized use of my password or account or any other breach of security.

Section II: Communication Etiquettes

When I will use digital technologies I will communicate respectfully and responsibly. This means I will:

- always think and check that what I write or post is polite and respectful.
- be kind to my friends and classmates and think about how the things I do or say online might make them feel.
- never send or forward mean or bullying messages to other people.
- create and present my own work, and if I will copy something online, I will let my audience know the source by sharing it to acknowledge the creator.
- never search for something offensive, profane, threatening, or obscene.
- follow network etiquettes while chatting and communicating using the internet.

Section III: Data & Device Security

When I use digital technologies I will ensure my device and data safety. This means I will:

- use websites that are authentic and appropriate, and if I am not sure I will ask a trusted adult for help.
- never share or upload inappropriate text, photos or images on social media apps and websites.

- turn off or close the window/screen if I see something I don't like and report to a trusted adult.
- remember to safely log out from my account on a website and turn off the computer after use.
- never try to install any content or application myself on the computer or any other electronic device from an unauthentic source or publisher.

Section IV: Accept to be Aware and Responsible

Hit the 'Accept' button to indicate that you have read and understood the technology user agreement and agree to:

- act smartly, safely, and responsibly when using digital technologies at home or school.
- present yourself as an ethical user of digital technologies.
- face the consequences if you choose not to follow the e-safety rules or behave irresponsibly.